

EVALUATION COMMITTEE

AGENDA & MINUTES

Date: September 25, 2018

Time: 1:00 – 2:00pm

Place: Dean's Conference Room

Members: Doug Taren, Htay Hla, Chris Tisch, Linda Tumellie, Jill de Zapien, Admin: Kathleen Crist, Suzanna Trejo-Robinson **Absent:** Lorraine Varela

(**Note: This meeting was convened as the **CEPH Executive Committee** but during the meeting it was also stated that this would be a dual-meeting for the **Evaluation Committee** as well)

Discussion items:

1. Where the data comes from for CEPH

- a. The last year for the data will be the 2018-2019 year
- b. The final report is due in **December 2019**
- c. The data collection in years will be the following (5 years):
 - i. 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019

2. Evaluation Measures for each section

- a. All measures for all sections should be all updated and given to Jeff
- b. Should we give the data by the end of the calendar year? - Restate that all data should be updated through December 2018
- c. **Committee decided that all data should be given to Jeff by the end of March 2019**
 - i. **Suzanna will email and request the data from everyone (Doug, Chris, Jill)**
- d. Non-PIF: PIF = Primary Instructional Faculty: (regular instruction)
- e. Student Census data – it's a point in time, (not over 5 years) – use this current week to enter that data (9/24/2018)
- f. Outcome measures for Faculty Research and Scholarly Activities
- g. **Table E4-1:** (fiscal or calendar year?)
 1. % of Primary Faculty participating in research activities each year
 2. # Peer-reviewed publications – for all primary faculty (articles published each year)
 3. Presentations at professional meetings (each year)
 - Ask Htay to pull this from APR data
- b. Doug would like to meet once per month to follow up on progress with data entry
- c. 3 most recent complete years of data:

Outcome/Measure	Target	2016/17	2017/18	2018/19
1. % of PIF				
2. # Peer-rev. Pubs				
3. # Presentations				