

EVALUATION COMMITTEE

AGENDA & MINUTES

Date: January 31, 2020

Time: 3:00 – 4:00pm

Place: Dean's Conference Room

Members: Jeff Burgess, Htay Hla, Chris Tisch, Jing Liu, Lorraine Varela, Via Zoom: Doug Taren, Cecilia Rosales

Admin: Suzanna Trejo-Robinson

(**Note: This meeting was convened as a follow up from the December 2019 Retreat)

Discussion items:

1. Regarding Objectives and Metrics Presented at the December Retreat

- a. All Committees (Education, Service and Research) have met their goals according to the metrics presented
- b. Feedback from the faculty and staff present at the retreat did not indicate the need to make any changes to the presented objectives

2. Review of evaluation metrics by sector (Education, Service and Research)

- a. Education: The education metrics were presented and discussed at the December 2019 Education Committee meeting
 - i. The last changes made were less than two years ago
 - ii. At their next meeting, the Education Committee plans to determine the timing of a session to reevaluate their objectives and time line for possible changes
- b. Service: Given the incomplete nature of voluntary data provided by faculty on their service activities as part of the annual review process, Htay suggested that the changes made to the UA Vitae to remove service activities reporting from Vitae and instead consider an annual survey sent out to faculty or collection of data using another process
 - i. Cecilia agreed and will work with Htay to determine the best process moving forward
 - ii. The revised process and metrics will be presented at future Dean's Council and Evaluation Committee meetings
- c. Research: The Research Advisory Committee (RAC) last made a change to their objectives in May of 2019
 - i. The metrics will be reevaluated by the RAC annually
- d. This past year a data analyst, Jendar Deschenes, was added by IT to assist the college with compiling and reporting internal metrics, which has been extremely beneficial
 - i. Htay said they hope to use college-level data to supplement university-level data being developed for individual faculty dashboard websites
 - ii. The faculty dashboards will be discussed with MEZCOPH faculty in April
- e. The Evaluation Committee plans to request a representative from the CIE group.
- f. The Evaluation Committee plans to present metrics annually
 - i. Possibly at the retreat, but other times or mechanisms are an option