

## Faculty Senate Meeting Minutes -- Approved March 31, 2023

January 27, 2023

1:00 PM

Synchronous Online

### I. Welcome and Roll Call

#### Meeting called to order at 1:00 pm

ATTENDING: CHASSE–Hamilton, Cheatham, Blevins-Knabe, Barrio Vilar, Carter; Cox, Hagins, Hunter, Scheidt, Scranton, Groesbeck; CSTEM: Hardeman; Milanova; Blanton; Khodakovskaya; Deng; Nichols, Woolbright, CBHHS: Lewis, Atkins, Ruhr, Sadaka, Staley, Woolridge, Knight, Golden, Felan, LIBRARY: Macheak, LAW: Woodmansee; Silverstein; EX OFFICIO: Chancellor Drale; Provost and Vice Chancellor Bain; President Matson; Bradley; Forcum; Emmaka (Imraul Emmaka replaces Christine Jones as President of the Graduate Student Association)

**Absent:** Anson; Bajwa; Solomon; Harris; Sharma; Boles

NOTE: President Matson mentioned what is believed to be a nationwide issue of ZOOM crashing when sharing and she hoped this would not be the case today.

### II. Review of Minutes from [October 28, 2022](#), [November 18, 2022](#)

October Minutes: Cheatham made a motion and Hunter seconded. Motion passed.

November Minutes: Hamilton made a motion to approve and seconded by Woodmansee. Motion passed.

### III. Overview of Faculty Senate meeting structure and procedures -- Joanne Matson

- **NEW: If legislation pertains to a University policy, please include the policy number on the legislation. See [policy page](#)**
- When legislation has been passed and signed, please provide both red-lined and clean copy back to the executive committee.
- See [Robert's Rules of Order](#) material from Arizona State webinar.
- Add impacted units on any new legislation.
- Implementing "2 bites at the apple" rule for complicated discussions.
- See new [Operations and Motions](#) section on Senate website along left column

#### **IV. Announcements**

None from the floor.

President Matson mentioned an announcement about a free health screening on February 18,

Cody Henslee added the handout for this in the chat.

#### **V. Airing of Concerns and Congratulations (2 minute limit)**

Barrio Vilar: Brought attention to the eStem traffic at about 3 pm. It takes her 30 minutes or longer to get out of her parking lot. She asked if we could revisit the agreements between UALR and eStem.

#### **VI. Introduction of New Topics (2 minute limit)**

- Laura: The issue that she brought up in V is included here. She would like at our next meeting to have the University lawyer, the Chancellor or Provost address and summarize the situation with the legislature and new bills and how this will affect higher education. She is concerned about how these will affect us particularly those of us involved with social justice.
- Hunter: Brought up the banning of TikTok and the inconsistency between what IT said about the banning was good IT practice and what other IT specialists say about this

#### **VII. Reports.**

- Senate President Report -- Joanne Matson
  - [Policy Update Project](#)—UALR has a policy update page that was put into place several years ago.. This year the attempt is being made—via the Policy Management Board to review and update this page. The board meets every other week. The Chancellor has asked all areas to check their policies. A document was shared with us on the senate policies we

are reviewing. She reviewed the policies. The document is below.

Faculty Senate Policies to be Updated on Policy Website - status as of January 27, 2023		
grade appeal	501.6	Fall 2022 Senate legislation. Updated
academic integrity	501.13	Fall 2022 Senate legislation; update in process
honors policy	501.7	Fall 2022 Senate legislation. Updated
academic clemency	501.1	Fall 2022 Senate legislation. Updated
class attendance and withdrawal	404.4	Fall 2022 Senate legislation. Updated
Calendars and Schedules	514.7	needs updating. Will be combining 514.7 and 605.1 and then updating. Policy page is significantly out of date.
General education	503.3	Update in process to reflect recent changes
Baccalaureate and associate degree programs	507.1	Update in process to reflect recent changes
Admissions Categories	502.1	Update in process to reflect recent changes
Admission of first time freshman	502.3	duplicates 502.2; will be deleted
Admission deadlines and criteria	502.2	Update in process to edit
Military Service Credit	514.13	Under review at Admissions and Transfer Committee to be incorporated into 517.1
International Baccalaureate	514.12	Duplicates section of 517.1; requested to be deleted
Intellectual Property	209.2	Needs review to reflect changes by BOT
Student evaluations of faculty	402.18	currently unlinked. Student evaluations of faculty contained within Annual Review (403.3)
Graduate school policies -- unlinked		under review
Appointments, Promotion, Tenure, Non-Reappointment, and Dismissal of Faculty	403.14	Under review by governance committee: 403.14 duplicates board policy; 403.2 and 403.15 appear duplicative. 402.18 currently unlinked but part of Annual Review
Annual Review	403.3	
Faculty Roles and Rewards I: Tenure Track	403.20	

- [Update on Workday Student](#) we are urged to read this and the most important issue is that there is a workday student website for UALR links to the system website and has information about the project, which is called WDS Project One. The website has a timeline and this phase is called the architecture and configuration stage—it should go through this semester and will start testing in the fall.
- Chancellor Christy Drale—Chancellor’s Report:
  - The Chancellor started out with congratulations. Mary Yang in the Department of Information Science for being selected as our current research fellow in the Arkansas Research Alliance. She joins several other of our research faculty and they represent our institution across the State and their conferences and their collaborations with other researchers. Congratulations to the School of Business for their official notification of full accreditation by AACSB. They got rave reviews from the accreditation team. Congratulations to the School of Education and Kent Layton and Sara Beth Estes for being awarded one of two implementation grants awarded by FORD Arkansas, a non profit organization that supports innovation and teacher education. They will be modeling a residency program for teachers.
  - Appreciation for the Facilities Management team that worked so diligently when we had the freeze. They worked every day to get this remedied. They work hard every day.
  - Thanks to everyone involved in recruitment. Also, thanks to all of those who worked so hard on the reinstatement process: Financial Aid; Records; Retention; Student Accounts; Registration; and Advising. Overall enrollment was down .6% for spring, This is the best percentage outcome in 10 years. New freshmen are in positive territory, This will really affect the trajectory of our enrollment. She stated that she really believes that this ship is turning around. We are expecting less than 1% increase in enrollment for next fall. We are being very conservative. In the fall we had an increase in transfer students and this spring this is down and this is an area we need to focus on. This is due to most of the two year colleges across the State having had significant declines in enrollment. UAPTC has had one of the largest declines in

enrollment. We have tried to mitigate this by establishing partnerships with corporate partnerships with companies that have tuition assistance programs.

- Next update is that things aren't moving along as expected on the Trojan Way project. Nabloltz has had problems with their subcontractors and are having to rebid. The initial bids came in too high and she would not accept this, This affects the demolition. She is unhappy with this turn of events. It will be worked out.
- Financial outlook: The cabinet just reviewed the second quarter report. With compensation, we are on the money. In non compensation areas, we have overspent. The overall message at this point even without the CARES money is that she does not see any kind of catastrophic condition in our budget for this year. There may be a point where we might have to tighten up a bit here or there, but right now it looks okay. We have to wait until the actual money comes in for spring. We are optimistic that we will come out with a net zero.
- Late next week, she will be issuing a report that follows the areas of concern from the 2020 retrenchment report. There will be plenty of opportunity to give feedback and to weigh in on that recommendation. She reported that when she did the report in 2020 there were several areas where we said we could come back in a year or two and look at this. We are at the two and a half year mark and part of that delay was COVID related and we wanted to have a couple of years of data to review.
- Finally, she reminded us to all participate in the public speaking event on February 8 at 5:30. The author of "I Never Thought of it That Way" will be the speaker. You can register on the diversity website.
- Want to circle back to Laura's questions about the legislature and bills. She said we could bring Joni back to speak with us. She expects a lot of activity in the sessions and quite a bit for us to pay attention to. She reported that we have a good team and the system chancellors meet regularly to collaborate to present cases. She said she would continue to promote freedom of expression by her faculty and staff and students. This is in accordance with the Constitution—laws of Arkansas. A freedom of information bill was passed possibly in the last session.

This means that you should continue to teach your courses with the content that you feel appropriate. She said that no one should be afraid of a theory and that theories are what we talk about in education. There is nothing to be afraid of about a theory as long as you approach it intellectually and in a fair minded way. It does not mean that we subscribe to everything we talk about. We are not in a protecting bubble and that we should continue to be focused on our integrity.

- Question: Matson: on the legislative issue , what limits are there on faculty participation in legislative events. Answer: As an individual you can participate fully as long as you do not report to be a representative of UALR.
- Question: Cody Henslee heard some students in Starbucks questions the fencing and felt they were at risk to active shooter situations. There are bottlenecks in some areas. Answer: She does not know, but took notes on this question and will follow up.
- Question: Jerry Darsey: Any lobbying to get more support for higher education with the surplus?. Many years since any faculty got raises. We need to look for additional ways to provide additional funding. Answer: An excellent point. We have approached some people about this. We are looking at our non formula funding. Joni is on this call and will provide more information.
- Joni Lee: We do have a new administration and that always takes some time getting through those first few weeks to figure out what the landscape will be. Governor Hutchinson submitted a budget for all of the State government including higher education and that is the basis that they are working on. It does not include a lot of increases. A lot of the increases are based on the funding formula and believe that we have a very small bump with our performance funding. We are looking at other sources that might be a source of revenue. We have a huge deferred maintenance and critical maintenance backlog. Some discussion among the Chancellors has been to look at some of the finds that might be available by one time funding by need. The three priorities laid out by the Governor's administration: prison reform; K-12; and tax cuts. We do not know what these will look like.

- Question: Hamilton asked about the impact of the 20 some odd million for new students. Chancellor Drale: We have 25 million all together 10 million is an endowment for the retention initiative the other 15 million is money we have to spend out over five years. In the meantime, we are doing two things. We are working to raise other private money for endowed scholarships and we have made a lot of progress on that.. We are working to provide private funding. As the enrollment grows, we will be able to grow our institutional scholarship budget. We got a boost on a change by ADHE on how we do our accounting for concurrent students. We will eventually run out of the 15 million, but we hope that we will have other mechanisms in place by then.
- Question: Cheatham: Asked if the Chancellor knew any more about the Arkansas Times article about the system potentially engaging to be a part of a group that might acquire the University of Phoenix. The Chancellor did not know much more as the system is still under a do not disclose agreement. She did learn that they are not on the brink of getting this done. There are a lot of hurdles and issues to work out in the negotiation. This was picked up by the Chronicle this morning.
- Provost's Report -- Ann Bain, Executive Vice Chancellor and Provost:
  - Will start with thanks and kudos: The graduate school increased application processing by 70 % and processed 1000 more applications in S23 compared to S22. Thanks to Paula Baker and LaShawn Hayden for their work in this process. She added her thanks and congratulations to the groups working on the delete list. They worked hours into the night to do this--she wanted to recognize John Talbot, Liz Pierce, and Lucy and Sarah. Information Science was up 75 students prior to the delete list which is a 75% of the growth in our graduate program.
  - Mentioned the Board of Trustees meeting this week with a wonderful report from the Chancellor that got them up to date on where we are and where we are going on our campus. Phillip Huff and Erin shared information about Cyber Security. Mark Baillie shared information about Summer Institute and very seldom does that group applaud and we received applause from this group. She suggested that when the

minutes come out from this meeting, we might want to read them. She added her thanks to the Development Office because they have raised dollars for us to our two new faculty awards. This is in addition to our traditional three awards. Thanks to Christian O'Neill and his group for enabling us to provide some financial recognition for these new awards. The Faculty excellence Ceremony will be on April 6 in the Ledbetter Room. We will also include ATLE and the student awards. We had James Hayes do a new rendition of the heart we have done in a lighter color. We are again repeating our academic staff awards and that application has been placed on our website. Please consider nominating some of our wonderful staff. There are four categories: Innovation; Teamwork; Initiative; and Customer Service. We will be awarding 500 dollars to each of these winners.

- She reported that she spent the morning at the Arkansas Higher Ed Coordinating Board Meeting. This board approves new programs, looks at viability, provides data on the colleges and universities across our State. She asked them to provide slides that she will send to President Matson. They have initiative going on. They are looking at each of the institutions; they have brought in a consultant to speak about that project. They provide information about enrollment, faculty, salaries, and deferred maintenance.
- She wanted to share with the Senate what this Board has to do with programs—new programs were presented to this board. There have been a lot more questions and delving into additional information. They looked at duplication of programs and she gave an example of a program that was not approved. She stated that we had some certificates going forward and we were fortunate that they asked for more information ahead of time. The intensity of the security for new programs has intensified. We will have to do our due diligence going forward and provide more information than we have had to in the past.
- She indicated a change in the landscape going on in our State and she doesn't know what this will look like in the future. We should be alert with regard to legislation. We should be alert for how some of the State Boards are addressing some initiatives. She said she would get the slides to President Matson as they come to me as they are informative

and there is some data embedded in them. There is also talk about viability reports on an annual basis.

- She has asked Nathan in her office to create an outward facing document that tracks the progression of our curriculum change forms because she gets questions about whether a document has been signed. This will be on the Provost's website. She is hoping that it will be up by the first part of February. This will allow people to have an awareness where we are in processing these forms.
- Safety: The Provost reported that Cody Henslee related a conversation he overheard in Starbucks. Students were commenting that they felt like sitting ducks with all the fences and difficulty navigating them. She is going to have a meeting with Regina and Leslie. This will be to get an idea on where we stand with the opening and closing of our academic buildings. Also, where are we with the functionality of the swipe cards. She is aware that faculty and researchers and GAs need to be in these buildings on off hours. An inventory of the accessibility of these buildings needs to be done. We need to know where classrooms are and shared spaces. She will keep us posted on this. She said if anyone wanted to provide direct input to her, she would welcome it.
- She reported that she is having Erin and Charlie put a report together on our concurrent programs and our enrollments and she will forward this to Dr. Matson to disseminate this to the Faculty Senate. As the Chancellor said, the scholarship issue has fully opened up more doors for us in the concurrent area and we have some growth in this area.
- We are looking at budgets and having discussions about budgets and have received a lot of currently approved faculty lines as well as filled faculty lines. She is going to be reviewing unfilled or unapproved ones. She is looking for investment dollars. Once this gets framed out, she will send something out with an organizational chart. We did have a very generous gift that supported student retention initiatives. We are working with Cody Decker for a website where students and faculty can go to see what resources are available and what the steps are. We have a lot of information out there. There is Heather Reed's shop that has the tutoring, student success coaches and the Child Care initiative.

- She reported that they are in the process of hiring our last social worker which will be for STEM. There is a cohort of social workers that are in each college and they report directly to Shannon Collier-Tenison. She is a doctorally prepared social worker. These folks have referrals and emergency dollars for help with student needs. We have allocated \$80,000 per fiscal year to offset student emergency needs—divided into fall, summer, and spring. CBHHS has long had a social worker on board. There is a process for vetting students' requests for funding. They will also be tracking retention of the students they see. We also have a student success coach, and Cody's student affairs section that deals with retention initiatives. We need to have a space where it is clear what the route is for accessing these services.
- Keep Keith Hudson and his family in your thoughts and if you are so inclined, your prayers, in the loss of his son. He is a long term colleague.
- The workday information is available in a handout. Workday Student replaced Banner, Boss, and Degree Works and will be deployed over the school year, 24-25. If you are interested in volunteering to assist with this. If faculty is interested in this, please contact Erin Finzer. Cody Henslee gave a timeline of Workday Student. There are 17 months until admissions and recruiting goes live and 33 months until the final project Milestone. He reviewed the process that the about 40 folks are working on.

Question by President Matson: She asked about where the Learning Commons fits in with this—Provost Bain said that there will be a report about this and she will make sure President Matson receives this. They are tracking how this is being used and if students are being retained.

President Matson reminded everyone of the funeral for Keith Hudson's son.

- Undergraduate Council Report, Zac Hagins, Chair
  - He sent the report in just before this meeting began. In addition to the curriculum items that they received and approved last semester, there is an overall summary in that pdf. He thanked the Provost for the upcoming outward facing document. The final thing on the document

is the charge we had to review the Simple Syllabus. We submitted a request for some additional information. There has been some discussion about grad and undergrad councils forming a joint sub committed to review this. This keeps shifting and I just got an email that the grad council was charged with this. We are still looking at us doing a separate review if we cannot join the grad council's review.

- [Graduate Council Report](#), Nancy Hamilton, Chair
  - Report in link above.
- Information about the Learning Commons -- Brandon Sollars, Coordinator
  - He had a brief 5 minute presentation prepared.
  - Progress in Learning Commons had a soft opening in SP 22 with 335 appointments and a 41 % increase in appointments for Fall 22 of 1041 appointments. The Math center led the charge with 865 appointments. Communication Skills Center was second with 151 appointments. The Trojan Tutoring Center is new and had 71 appointments. The University Writing Center had 41 appointments and the World Languages had 8 appointments. World Languages had some difficulty finding a Spanish tutor and did not get started until late October. He reported that they are reaching 83 subject areas. They want to continue to collect more data and will be partnering with the Assessment Partners Program to conduct a focus group to connect with students who have received tutoring.
- Student Evaluations - [Report from the Faculty Senate Professional Development Committee](#) -- Sarah Clements, Committee Chair

For detailed information, please click on the links in the above report. Sarah reviewed these in the meeting. This report should be read by faculty. There are five recommendations in this report. It contained some very important verbage to use.

President Matson asked about sharing the place where faculty get their evaluations. She showed the Senate how to access these. She shared this screen with the Senate. She reviewed the steps to get to these evaluations. She said we would have a controlled discussion. She would like us to systematically go through these and have discussions. There are two students

who are members and a guest student and we have eLearning here, represented by Sharonda Lipscomb and Geoff Nash.

After the report we will discuss whether the Senate should make any recommendations or legislation. The discussion will focus on two questions:

1. Should the Faculty Senate endorse centralized student evaluations?
2. If so, how can we improve the process?

**Question 1:** Should the Faculty Senate endorse centralized student evaluations?

President Matson: There has been debate over whether we should move to a centralized system. There are many pieces to this issue. This is not a discussion of legislation, but we will use the two bites of the apple rule. She reviewed this process.

The annual policy review states that: Each academic unit will establish procedures for student evaluation of teaching. The purpose of doing evaluation of teaching is to provide students with a voice in curriculum development and implementation. Student evaluations should not be the sole basis for evaluation of teaching. The items included in the instrument administered to students must be approved by the department, college, or university faculty. The data resulting from a faculty member student evaluation of teaching must be made available to the faculty member in a timely manner and are confidential. These data may only be made available to those involved in the performance, evaluation, faculty member, chairperson, or equivalent Peer Evaluation Committee, Promotion and Tenure Committee.

The first question President Matson wanted the Senate to discuss is whether the Senate should endorse centralization of student evaluations. The committee supports, based on what Sarah said, the idea of centralized delivery of student evaluations. President Matson reported that she did not think that this was universally held. Prior to COVID, every department did evaluations of every on campus course in a manner developed by the department. During COVID, all evaluations were done by e-learning and two years ago they purchased the interface Qualtrics to allow for centralization of evaluations.

Open Discussion of centralization of of student evaluations:

Comments:

May: Does not have a strong opinion one way or the other—am not opposed to it—student can get evaluations from other sources on the internet.

Lundon: Likes option for both—likes the centralization of the information and Qualtrics makes it easy to retrieve and read. She also used GOOGLE forms for providing her own evaluations.

Josh: Reported that when he had issues with the download process it only captured the first page of the comments. The interface took some getting used to. I have a qualified yes to whether we should have a centralized system—his concern is that there should be an easy way for professors to remove questions that do not apply to their courses.

Belinda: This will be a good no response. She reported that there were multiple problems with teaching evaluations. She does not think this is a good use of our resources. She said there are more effective things that we can do and she thinks that many faculty have already done so. She reported that we should do something that was more effective.

Angela: This would be a good place to hear from the students.

Thomas: He reported that it would be great to have a little bit of both. Like a generalized survey that could be given to every student asking simple questions like, “Did you enjoy the class?” It would be nice to have individual questions that would be more useful for individual professors.

President Matson: The centralized question thing is separate from the centralized procedure. It is possible in every department to have a different set of questions. She is not sure that all departments knew that they could do their own questions. The argument for centralization of the delivery is good for students because they all see it the same way and receive it at the same time.

Nancy: How much are we paying for this each year? From the perspective of having her doctorate in teaching, the actual wording of multiple questions is problematic and using a five point scale is problematic. Students will take the middle road any time. She thinks that students should have an opportunity to provide their perspective and that this should be included in the annual review. She likes that she likes the centralized location and that it is delivered at the same time. She does not think that it is very useful to have the exact same questions for every course on this campus. There may be good reasons to

change these. She did not know that units could change the questions. She did not know about the videos that eLearning put out. She wants to know how much we are spending on this interface.

President Matson asked Sarah to speak about the decision about why her committee thought the centralized system was best.

Sarah: Felt it had to be done and had to be done in the two weeks time period they liked the structure. The chairs have the ability to change the questions.

Geoff: Wanted to clarify that over time the questions came from the departments.

**Question 2:** If we do continue centralization of student evaluations, how do we make them better?

President Matson shared a list with the Senate that included suggestions to make the evaluation process better:

- Interface on Blackboard

- Deployment to students (timing and messaging)

- Faculty training

- Ways to increase response rate

Floor was opened to response to Question 2

President Matson wanted to make sure that each department knew that they have control over what questions are in the evaluation.

Rosalie: She wanted to reinforce what was already in the questions which President Matson had on the screen. Rosalie suggested that rather than start with generic questions, to ask each academic unit to provide their questions or to work from a given set of questions that they find acceptable. She also stated the departments should have some control over when the evaluation is administered. Like what Josh said in the Law School they only have one final exam and you do not want to ask about things that are irrelevant. She thinks that the evaluation needs to be submitted at the end of the semester because then you have a full view of what the course is about. The concern about the lack of engagement suggests that the process does not capture students in a

way that encourages them to want to participate. Like Nancy I am interested in the cost.

Caleb Mimms—Junior on campus and is with the SGA. He reported that they have been working on this and one thing they have heard from the student body is that timing is one of the biggest reasons why students do not complete the evaluations. It is around finals. They suggested that it be moved to a couple of weeks before the final and there is some sort of mechanism that the evaluation be withheld until after the semester so that they will not feel that their grade is dependent on a good evaluation.

President Matson asked if he was referring to the fall semester and he said it would be for both fall and spring semesters.

President Matson asked Sarah to share the schedule of the dates of the evaluations. They are opening them in the last week of class.

Belinda: She thanked the committee for all of their hard work and stated that she had some comments about the messaging. She said that if the messaging was going to continue, that it would be completely optional and that it should be stated as confidential rather than anonymous. She said that it would be completely optional. She said if you have a very small class, you may be able to recognize who is making the comments. She said it should be as transparent as possible. There is an issue of giving extra credit as you will have to know which students get the extra credit.

President Matson said that it should be clear that the evaluation results go out after grades are given.

Angela: If the office of eLearning knows which students who have completed their evaluations could incentivize it by having students who have completed them for all of their classes get a chance in a raffle for \$100 at the bookstore and the next semester at Barnes and Noble. We should incentivize in a broader way.

Zac: What I am hearing from students is that we used to provide class time for them to do and we have given them another chore to do on their own time to take away from their personal time to help us. We have basically turned this into a homework assignment.

Peter: Could the committee talk about why they decided to incentivize with extra credit. Some campuses put final grades behind a block and students have to opt out of the evaluation or complete the evaluation to access their grades online.

Imraul: On the topic of incentive, I do think that there should be some sort of incentive, because especially grad students, they would not be very interested in completing these surveys because they are sent out during finals. One of the biggest incentives could be if they could see improvement in the courses based on their comments.

President Matson: These are end of course evaluations.

Imraul: We can see from my experience and experience of my peers that we have seen some classes the same semester to semester.

President Matson: Does anyone from the faculty want to talk about moving the evaluation to earlier in the semester.

Rosalie: I do not agree with moving it. I think a better solution might be to make it available earlier and leave it open until the end of the semester.

Nancy: One of the questions on the evaluations says something like "my grades are reflective of my effort or something like that". Many of them may not have that information at that time. If we are using something like this, the evaluation period needs to be open until a week after grades are due.

President Matson: Shares her document. There was training but there may need to be more.

Goeff: To the training issue. , He met with departments and faculty and they can work one on one or in groups

Sharonda: The questions are purely at the purview of the departments and we are open to whatever changes you want to make. With regard to the idea of changing the time frame—we had thought about three weeks, so the feedback from the students was very helpful.

Imraul: He wanted to clarify that he was not asking to move the survey to an earlier time. He would like to know if there is a systematic and structured way on how to use these evaluations to make these courses better.

President Matson: Asked if anyone would like to speak to this issue, as that is the bottom line.

Angela: This varies department by department and by faculty. In the annual evaluation process, and I assume others do as well, we look at what is working and what is not from the faculty and students' perspective. Sometimes you need several semesters of data.

President Matson: I am sure that most everyone's annual review includes the student evaluations. That is why we want the response rates to improve, as

someone mentioned, there is a tendency for only the really angry or really happy students to respond. This is not giving you a very representative picture of what is going on in the class. President Matson said she looks at them and makes changes. This goes back to what Sarah said about putting it in the syllabus. It is important for us to make it clear to the students that we do pay attention to these evaluations. She thanked everyone and said that the Executive Committee will discuss this and will come back with a list of recommendations going forward.

**VIII. Old Business**

No legislation.

**X. New Business**

None

**XI. Open Forum**

Nothing.

**XII. Adjourn**

Motion by Laura and seconded by Rosalie

Meeting adjourned at 3:41 pm.