Development and Evaluation Committee Minutes  
November 17, 2005

The meeting was called to order at 2:40 pm.

The minutes from our last meeting were approved.

**Announcements:**

Fay Riddle was selected to place the minutes on the web.

A recommendation letter was sent to Jay Simmons and Toni Anderson regarding Toni’s sabbatical application.

Heather said she spoke to staff members about the administration of SIRs. Several questions were raised, including:

Which staff can administer SIRs?
Can students ever administer SIRs?

**Continuing Business**

**Committee Composition:** Should we present the rewritten guidelines for composition of the DEC to the faculty at the December meeting?

Celia Hay was selected to be our presenter at the next faculty meeting.

The DEC tentatively approved the new committee composition guidelines and recommended that these be presented to the faculty. The minutes would be presented to the faculty via email for their consideration before presentation at the faculty meeting in December, if no serious reservations were brought to our attention.

**SIRs**

The committee prepared a revised paragraph regarding the administration of SIRs. Also, a suggestion to change the word “should” to “must” was mentioned.

In addition, it was noted that SIR administrators should be instructed to “ensure” or “maintain” silence during the administration of these forms. The guidelines were amended by the committee as follows: before the word “distribute,” the committee added the words, “ask students to remain quiet while evaluations are completed.”

**The final language is as follows:**

“The instrument should be administered by an administrative assistant. If an administrative assistant is not available, another faculty member may administer the
course evaluations. Instructors must not administer their own evaluations or ask students to administer evaluations for them. Evaluations should be completed at the beginning of a class period sometime during the last third of the academic term. The person administering the questionnaire should explain the importance of the questionnaire, ask students to remain quiet while evaluations are completed, distribute the form to the students, remain in the class while students complete the form, and return to the forms to the appropriate office.”

**Interim Course Evaluations**

The committee continued its discussion of Interim courses and how (or whether or not) they should be evaluated. Do we need a different form than the one presently used? Should P/F courses be evaluated differently than graded courses? The committee would like to compare a blank SIR form to a blank Interim evaluation form.

**Reminders:**

The committee was reminded that we will meet with Dean Simmons on Dec. 8 at 2:30 in the Harwell Room.

The meeting was adjourned at 3:42 pm.