

**College of Education
Policy Council Meeting Minutes**

12:30-2:30 PM, Wednesday, May 11, 2016, Faculty-Staff Club, Meeting Room B

Bold means Present; *Italicized means arranged a proxy*

2/3 of elected members required for quorum (11 elected members total)

<i>Alfaro, Cristina</i> (DLE) <i>Karen Cadiero-Kaplan</i>	Kraemer, Bonnie (SPED)
Bredvold, Marilyn (Staff Rep.)	Gallego, Margie (STE)
Butler-Byrd, Nola (CSP)	Lozada-Santone, Patricia (Student Rep.)
Duesbery, Luke (STE), Co-Chair	McClure, Mendy (Lecturer Rep.)
Farnan, Nancy (Dean's Office)	Taylor, Brent (CSP), Co-Chair
Frey, Nancy (EDL)	Tucker, Mark (ARPE)
<i>Ritblatt, Shulamit</i> (CFD) <i>Vanja Lazarevic</i>	IVC Rep. (Vacant)
Johnson Jr., Joseph (Dean's Office)	

Quorum was reached.

Welcome and Introductions

1.0 Approval of Agenda

Brent Taylor seconded by Vanja Lazarevic

2.0 Approval of Meeting Minutes of April 20, 2016

Brent Taylor seconded by Bonnie Kramer

3.0 Old Business

- Frequency of Periodic Evaluations for Temporary Faculty
Brent and Nancy will follow up with Maribel to arrange ballot for vote for Fall COE Assembly; Brent will make announcement at Assembly as to upcoming ballot for this change to policy file.
- Student Evaluations
PC members brought feedback from respective departments; council reviewed and discussed each question for the new student evaluation tool. Following discussion of each question the PC agreed the questions below as the final approved questions by the Policy Council.

Question #1 – Rate the quality of the instructor's feedback on your performance in the course

Question #2: Rate the instructors use of clear grading/evaluation procedures.
Question #3: Rate the instructor's ability to positively affect your understanding of the content of the course.
Question #4: Rate the instructor's ability to facilitate critical thinking in the course.
Question #5: Rate the instructor's ability to positively affect your development of competencies associated with professionals in this field.
Question #6: Rate the instructor's responsiveness to student needs.
Question #7: Rate the instructor's ability to facilitate meaningful student participation.
Question #8: Rate the instructor's ability to foster inclusiveness of diverse populations and perspectives.

Discussion also for GEN courses: *Mendy asked about GENS courses evaluation, and wanted to know if the form will be the same as COE or if it will be another evaluation, since the GENS is taught by SPED and Bonnie will bring it back to SPED to consider this when they*

Next Steps: These final questions will go from Dean's office to be included in revised evaluation tool for next AY. Departments will receive email to add their questions.

- Guidelines for Use of Assigned Time
 - This item has been removed from the Policy Council agenda and is now a work item for Department Chairs and the Dean's Office.

4.0 New Business

5.0 Announcements from the Dean

- 5.1 Patricia Lozada Santone share that she sent flyer to all for current semester student evaluations; and she asked faculty to share with students and advise them to complete the evaluations, doing so will increase response rate.
- 5.2 Dean shared that Registration Date for classes will move up 2017-18 to be earlier since SDSU has later timelines and impacts the timeliness to add sections when classes are full. This change in the policy will not impact graduate programs as much as undergraduate courses; since with current dates it is challenging since the system creates last minute add to courses; especially for Spring since students register just a few weeks before the semester begins. This change would allow university to have more advanced planning for hiring lecturers and improve planning for students.

6.0 University Committee Reports

6.0 College Committee Reports

7.0 Adjournment Meeting: 2:20 pm

Respectfully submitted by Karen Cadiero-Kaplan