

CET Agenda

Time: 3:00 pm, December 16, 2010

Where: 110 ERL

1. Elect a new CET chair

Once a new chair is elected, the new chair will be in charge for the following urgent agenda. The CET needs to act on the following items and the results need to be sent to RP&A (Michael Schulz) and FS (Kakkattukuzhy M. Isaac) for their action at FS in January:

2. The CET has voted last time to change paper evaluation to electronic evaluation next semester. However, [at the RP&A meeting on Dec. 8th, they suggested that the CET committee shall consider for a two-semester trail \(Spring 2011 and Fall 2011\) and evaluate the results before a permanent switch to electronic.](#) Do we want to as a whole CET (**because pilot study has already been conducted**)? It is totally up to the CET to decide and make recommendation to the FS to act on next January.
3. If we decide to switch to electronic evaluations permanently, do we want to provide options for faculty who insist on use paper evaluations in the future?
4. Evaluation of the questions in the evaluation form. Do we want to use the same questions or add any new ones for on-line evaluation? Changes/modifications?
5. If electronic evaluations are used in the future, who will be eligible to evaluate the instructor? In other words, do we allow students who almost never showing up in class to evaluate the instructors?
6. This semester (Fall 2010), there are several online courses used electronic evaluations (since this is the only way to deliver course evaluation) which have been approved by Dr. Bob Schwartz, the VPAA). They want to bet CET's permission for these on-line class evaluations (FS 2010) to be counted in the competition for future awards, etc.
7. If the CET committee decides to have a two-semester trial electronic evaluation, what criteria will be used to evaluate the trial evaluation results, meaning what standards will we use to judge whether the electronic evaluation is successful and shall be continued? What impact might be on dossiers of junior faculty?
8. RP&A suggests that CET may need to evaluate the electronic evaluation results for REQUIRED and SELECTIVE courses separately to see whether they have any significant differences.
9. How can departmental questions are integrated in if on-line evaluation is adopted next semester.
10. Who will handle the online evaluation and process the evaluations?