**Evaluation Sub-Committee**

**Meeting Minutes**

**Friday, January 16, 2015, 10:30 – 12pm**

In attendance: Lynette MacFarlan, John Rice, Laurie Walsh, Steven Garcia, Janie Moore, Pete Bagley, Mary Doucette, Tami Mette, Stephanie Davis

Excused Absence: Cindy Hyslop

* We need to include a policy for the final evaluation form. We need to clarify when evaluation links are due and the drop dead date for links. These dates are different for CTE. Also need to clarify when grades are due. CTE has a week after the semester ends to get their grades posted, others have less time
  + Can we ‘force’ students to complete evaluations?
  + Can we ‘force’ instructors to distribute evaluations or post links?
    - What about instructors who don’t distribute to classes that have gone poorly, thus affecting their scores and merit pay?
* We need a policy regarding ‘No’s’ on evaluation (See Eval Committee Mtg. Jan 14)
* Duties of a Program Manager are unclear, and therefore need to be described loosely on eval form.
* Discussion on how to score evaluation form and how many additional activities required for merit, but no consensus.
* Agreement that need to involve Mike and Deans in future meetings.

Next meeting: February 20, 2015