

**Meeting of the Joint Committee on  
Student Evaluation of Courses and Teaching**

**September 22, 2011**

1. Approval of agenda and welcomes
2. Report of the Chair
  - Review of the committee's charge (overleaf)
  - Review of last spring's discussions
3. Discussion of the draft surveys
4. Other new business

**Committee Members**

Antonio Alfonso (UG)  
Chris Catalano (UG)  
Jonathan Engel (Associate Dean, SPA)  
Linda Friedman (Associate Dean, ZSB)  
Gary Hentzi (Associate Dean, WSAS)  
Yakov Kagan (UG)  
Seth Nemeroff (GS)  
Noshin Rabann (UG)  
Dahlia Remler (SPA)  
Dennis Slavin (Associate Provost)  
Leslie Sutton-Smith (Assistant VP for Enrollment Services)  
Ashley Tagg (UG)  
Larry Tatum (ZSB)  
Carlos Tonche (Senior Registrar)  
Amanda Wallwin (GS)  
Stanley Wine (ZSB)

**Guests**

Vanessa Cano (Assistant to the Associate Provost)  
John Choonoo (Director, Office of Institutional Research and Program Assessment)  
Denyse Ramkaran (Director, Office of Testing and Evaluation)  
Ashok Vora (ZSB)  
Phyllis Zadra (Associate Dean, ZSB)

***From the By-Laws of the General Faculty***

**Article VII, Section 4 – Joint Committee on Student Evaluation of Courses and Teaching**

This Committee shall have responsibility for developing, reviewing and assisting in the conduct of the College program of systematic student evaluation of courses and teaching in accordance with the policies and regulations of the Board of Trustees. This Committee shall consist of fourteen voting members: a) three faculty members selected by the Faculty Senate; b) four undergraduate students elected by the respective student governments; c) two graduate students elected by the Graduate Student Assembly; d) the Vice President for Academic Affairs or designee; e) the full Deans of the several Schools or designees; and f) the Vice President for Student Development/Dean of Students or designee.

The Committee shall elect its own chair from among its members. The Office of the Vice President for Academic Affairs shall coordinate the meetings. The Committee shall submit a written report to the General Faculty at least once a year.

The Committee shall evaluate the validity and reliability of the student evaluation document and its uses. It shall report its findings in detail to the General Faculty at least once every five years.