1. **Review Campus Feedback on Teaching Effectiveness Definition**

2. **Evaluate mockup student survey**

   Progress Made:
   - Review new questions on new definition matrix
   - Question categories
   - Questions - have we collectively reviewed all of the question drafts?

   Next Discussions/Decisions:
   a. Do we need to adjust any of the questions?
   b. How do we feel about the scales?
   c. How do we feel about the question order?

3. **Begin writing up process and procedures for course evaluation**
   a. How do we solicit open-ended questions from departments to put into the CoursEval pool of questions? How often do we solicit these questions from departments each year?
   b. Recommendation about administering the survey - is this centrally managed or does this remain in the colleges/departments?

4. **Piloting the Student Survey**
   a. How/when do we want to test this survey?
   b. How should we collect feedback from students? Faculty? chairs?
   c. What is the timeline for piloting the survey and making adjustments?

5. **Finalizing timeline for Spring to Update the Senate in Progress Report**