

## CEPP Meeting Minutes

2022-02-14 @4-5pm

Zoom Conference

CEPP Members: Adrian Bautista, Kirsten Hogenson, Emilka Jansen, Jina Mao, Michael Orr, Peter von Allmen, Leigh Wilton

Scribe: Leigh Wilton

Meeting began at 4:01pm

Agenda items:

1. Approve minutes. The previous meetings minutes were approved.
2. Work on training material for FYE students (filling out student rating and feedback forms). The committee worked on developing training materials (PowerPoint slides) to train FYE students on how to complete student rating and feedback forms. Some issues raised were: What main points should be discussed? Who should deliver trainings (peer mentors vs. faculty)? Are student evaluations formative or evaluative?
3. New agenda items? No new agenda items were raised.

The meeting concluded at 5:00pm.