Student Feedback Task Force minutes

September 26, 2018

Attendance: Angie Capece, MinSoo Kim-Bossard, Cathy Liebars, Chu Kim-Prieto, Bryanna O’Keefe, LaMont Rouse, Kristine Spike, Kiana Stockwell

Meeting called to order at 1:35pm.

1. MinSoo announced there is a new member, Jason Dahling (Psychology) who will start in October.
2. Reports on committee tasks
	1. MinSoo found there is an MOA regarding doing student feedback online.
	2. MinSoo contacted R&R regarding cost and is waiting to hear.
	3. MinSoo reached out to Steering about feedback needed and is waiting to hear.
	4. Cathy reported that the pilot with Kit Murphy did not happen last semester. It may happen this semester.
	5. Chu shared a list of assessment tools she found. Should we explore having someone come and demo one or more of these tools? Should we investigate some of these so that we can recommend with rationale? Are we limited by a budget? Would there be a cost to switching to Qualtrics or Canvas?
	6. Bryanna reported that she found recommendations for using Canvas, Qualtircs, Survey Monkey, etc. in her research on what other schools do. Rutgers uses SIRS. In general, paper gets more responses than online.
	7. Kiana presented suggested edits for our current feedback form. Chu suggested that we need to have a more thorough process to revise the form. Angie reminded us that we did have categories that came out of the feedback from last year so we could use those categories to sort out the questions. It was suggested that we add a header at the beginning to explain the purpose of the form.
	8. Angie reported that the IAS systems has questions based on types of class.
	9. When getting demos, we will be given a list of clients that we can contact to find out about response rates.
	10. Kristine reported on her research on what Rutgers, Rochester, and Quinnipiac does. Canvas, Qualtrics,, ROAR, and third party such as SALG were suggested as platforms. Students may be more inclined to complete if incentives are given.
	11. Angie looked at questions other schools are using and compiled a list of websites. The one at the top from Berkeley was reviewed.
	12. Bryanna compiled a list of websites with suggestions for student feedback.
3. Next steps
	1. Have a meeting to focus on questions.
	2. Schedule demos for other systems/platforms
		1. Need someone from IT to attend
		2. In person or online
	3. What can we do short term?
		1. Incentives – pizza or ice cream for school that gets highest rates or raises rate the most
		2. Intro statement to document
		3. Promote on social media
		4. Open window earlier (AFT document says “at least 2 weeks”)
	4. Invite IT to meeting to discuss moving to Canvas, Qualtrics, etc.
4. Next meeting (October 10, Crystal Palace 1)
	1. Invite IT
	2. Draft intro statement. LaMont will bring examples of opening statements.
	3. Draft preliminary short-term recommendations.
	4. If time permits, start drafting new questions.
	5. MinSoo asked committee to look at resources on Google and think of questions for IT.
	6. Think about which vendors we would want to invite.

Meeting adjourned at 2:47pm.