**Student Feedback Task Force Meeting**

9/12/18

Attendees: MinSoo Kim-Bossard, Angela Capece, Cathy Liebars, Bryanna O’keefe, Chu Kim-Prieto, Kristine Spike, Kiana Stockwell

1. Introductions
2. MinSoo was again elected chair and Cathy Liebars vice-chair.
3. Review and discussion of new charge and next steps
	1. MinSoo will invite new members to google doc.
	2. Testimony and recommendations from last year should be reviewed.
	3. MinSoo will post the current student feedback form for review.
	4. Follow up on pilot study with Kit Murphy (Cathy will do this)
	5. Investigate other platforms - google forms, Qualtrics, etc. (Chu)
	6. Some changes to questions were discussed:
		1. Cut down the number
		2. Open-ended questions first
		3. Re-formatting
		4. There should be space for instructors/departments to add questions.
	7. It was suggested that we consider going back to paper forms.
	8. Suggestion was made to move evaluations to mid-semester.
	9. Another suggestion was made to have a mid-semester form and then a shorter follow up at the end of the semester.
	10. Canvas could be considered for use and include completion of student feedback forms as part of class participation. Faculty would have to publish the course.
	11. Look at what other schools do (Angela and Kristine)
	12. Review forms to eliminate some questions (Bryanna and Kiana)
	13. We will create a timeline for our work after getting answer about testimony.
4. The committee discussed how recommendations should be made.
	1. Short term recommendations – do we need testimony? (MinSoo)
		1. Pilot tests – midterm on paper and regular end of semester form online; compared to both online; compared to both on paper
		2. SGA publicize feedback forms and importance of completion; offer incentives
		3. Use paper – what is the cost? (MinSoo); eliminate some questions and allow instructors/departments to add questions
	2. Long term recommendations - later
5. Next meeting – report on findings from assigned tasks (September 26 at 1:30)

The meeting adjourned at 2:39 pm.