Student Feedback Task Force minutes

October 24, 2018

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

Meeting called to order at 1:35 pm

1. Announcements:
	1. Steering granted an extension into the spring for our work.
	2. MinSoo was asked to go to a Steering Committee meeting and bring someone else. Cathy volunteered and Angie and Jason are back-ups.
	3. Demos with EvaluationKit and IAS are set up for next couple of meetings.
2. Minutes from 10/10 were approved with one minor correction.
3. Draft of short term recommendations was created (on google).
	1. Should be sent to Steering.
	2. MinSoo will start draft of short-term recommendations and send out to committee for input before sending to Steering.
4. How do we want to proceed with revising the form itself?
	1. Look at current form and map it on to the purposes that were part of our recommendations from last year. Determine if the questions do actually address the purpose.
	2. Look at examples of valid forms from other institutions.
	3. Goal will be to start working on the questions during the next two meetings.
5. Bryce from IT
	1. Everything is guided by MOA (Maura Moore).
	2. Mobile view for PAWS is available and mobile feedback will be finished in about a month. Will be ready for student feedback this semester.
	3. Direct access button for students in PAWS? Could be button through “manage classes” but may be tough to get rid of button after two week window.
	4. A direct link can be sent out to get directly to the list of courses with feedback forms.
	5. Intro statement can be added with approval from Frank Cooper.
	6. Bryce can show us what a feedback form looks like online from the student view.
	7. Completion rates for classes could probably be done.
6. Next meeting
	1. Evaluation kit demo at 1:45.
	2. Work on questions for first 15 minutes.

Meeting adjourned at 2:45pm.