Student Feedback Task Force minutes

February 13, 2019

Attendance: Gabriella Barth, Angie Capece, MinSoo Kim-Bossard, Cathy Liebars, LaMont Rouse, Kiana Stockwell, Kristine Spike

Meeting called to order at 1:36 pm

1. Introductions
2. Minutes from 11/28 were approved as submitted.
3. Charge was reviewed for new members and to recall for returning members.
4. Review of response rate data for last 3 semesters. Committee noted that there was a very small increase in the response rate from Fall 2017 to Fall 2018 after the move to new mobile app.
5. Questions from our meeting last semester with IT were reviewed before meeting with Bryce.
6. Update on Evaluation Kit – price was per survey, not per student
7. Meeting with Bryce
	1. Gave demo of course feedback form from student perspective (problem with getting into feedback prevented this).
	2. Putting form in defined pages is probably not possible.
	3. Question of withholding something until form is completed is question for R&R.
	4. Changing questions is not difficult, but completely changing the form is very difficult.
	5. Qualtrics is more difficult to use for large numbers of data.
	6. Can faculty get individual response rates? Yes, would be a tab on the course feedback page in PAWS. Could be implemented in a short time frame compared to other things discussed.
8. Meeting with Steering
	1. What is the process for revising feedback forms?
	2. Do we need expertise? Pilot?
	3. Could perhaps recommend a form that already exists and is/was used in other places.

Meeting adjourned at 2:50pm.