Student Feedback Task Force minutes

April 10, 2019

Attendance: Jason Dahling, MinSoo Kim-Bossard, Cathy Liebars, LaMont Rouse, Kristine Spike, Kiana Stockwell, Sejong Yoon

Meeting called to order at 1:37 pm.

1. Minutes were approved as submitted.
2. Discussion of meeting with Steering Committee.
	1. Who is in charge of the mid-semester pilot that was recommended and accepted by Steering?
	2. Steering accepted the recommendation for a third party vendor.
	3. Steering wants us to revise the preamble to include “testimonials” from faculty to ensure students know the importance of the student feedback and how it is used.
	4. MinSoo will respond to Barbara’s email and clarify the mid-semester feedback pilot and other short-term recommendations not discussed at the Steering meeting.
3. LaMont update
	1. Reported that the directive to extend the student feedback time period must come from Academic Affairs and the union would have to approve it because in the MOA it specifically says “the last two weeks of the semester.”
	2. Last semester there was one day when server was down which may have led to a lower response rate.
	3. Data from student feedback forms goes to Enterprise Center. LaMont is hoping to get one semester’s worth of data to do a factor analysis.
4. Third party vendor updates
	1. MinSoo will let them know we have made a recommendation to senior leadership and we are waiting for a response.
5. Long-term recommendation
	1. May not be necessary at this point since our main recommendations were discussed with Steering and we will get a new charge about revision of questions.
	2. The committee reviewed the draft of the long-term recommendation and made revisions based on the meeting with Steering.
	3. MinSoo will send out revised draft to committee after getting clarification from Steering.
6. Kiana drafted flyer to promote student feedback form.

Meeting adjourned at 2:34pm.