Student Feedback Task Force minutes

September 11, 2019

**Attendance**: Gabriella Barth, Judi Cook, Jason Dahling, Cathy Liebars, Linda Mayger

Meeting called to order at 1:32pm

* Conducted election for 2019-2020: Liebars (Chair), Dahling (Vice-Chair)
* Reviewed charge from Steering and timeline for 2019-2020.
	+ Cathy will follow up with Bill Keep concerning our recommended purchase of Evaluation Kit – are funds available? What is the approval process to move forward?
	+ Cathy will contact Ryan Gladysiewicz to inquire about the timeline and platform to deliver the pilot of the online midterm feedback.
	+ CIE needs to analyze archival data from the existing student feedback form to help identify any problematic items and note redundancies among the current items.

* Discussed the mid-semester feedback process:
	+ We will pilot two approaches, one fully online, and one in-person that requires trained facilitators.
	+ We need to recruit pre-tenure volunteers for the in-person pilot, and tenured volunteers for the online pilot.
	+ Planning and concerns:
		- Will pre-tenure faculty volunteer? Has the AFT endorsed this process?
		- How many observations should each committee member perform?
		- Cathy will contact Kit to come to the Oct. 9th meeting to discuss training for the in-person pilot.
		- Cathy and Jason need to draft emails to recruit participants for both pilot studies.
* Conducted a preliminary evaluation of existing Student Feedback Form items, comparing items to the criteria for effective teaching identified in the 2017 Reappointment & Promotion Document.
	+ Jason will put together a grid of retained items with alignment to P&R Document dimension numbers.