

Student Feedback Task Force minutes

September 25, 2019

Attendance: Jason Alejandro, Richard Baker, Gabriella Barth, Judi Cook, Jason Dahling, Dolores Dzuby, Antony Lau, Cathy Liebars, Linda Mayger, LaMont Rouse.

Meeting called to order at 1:33pm

- Minutes from 9/11/2019 approved.
- Brief review of timeline and charge for new members.
 - Reviewed major objectives and parts of the charge from Steering.
- Shared updates from Bill Keep concerning adoption of EvaluationKit platform, and Kit Murphy concerning training for midterm teaching evaluation process.
 - Kit will visit on 10/9 to train taskforce members on the in-person feedback process. Members should read the Facilitator Guide from Kit on shared drive prior to next meeting to prepare for training.
 - Cathy and Jason will meet with Bill to finalize the purchase of EvaluationKit and discuss the timeline for implementation.
- LaMont shared that response data on the current feedback form may not be accessible from PAWS for data analysis, precluding any statistical evaluation of the existing form and items. He will continue to update the taskforce as new information becomes available from IT.
 - We may want to reach out to other schools to collect information about their item revision process to help conceptually identify items that may generate bias.
- Reviewed and approved recruiting email draft for mid-semester feedback pilot studies. This email will be sent shortly after the meeting with the goal of identifying the faculty participants for each pilot prior to the 10/9 meeting.
 - Cathy and Jason will evaluate response rates during the week of 9/30 and solicit additional participants as needed.
- Reviewed draft items for new student feedback form and their alignment with the Reappointment & Promotion Document from the 9/11 meeting.
- Began planning process of seeking stakeholder input on the new student feedback form. Will provide stakeholders with new form, old form, rationale for keeping/deleting items, and alignment with R&PD teaching criteria.
 - Cathy will email Academic Leaders, Faculty Senate Executive Board, and Dean's Council to get on their schedules for discussion of the proposed new form.