

**Curriculum & Instruction Committee
Minutes of April 1, 2014 Meeting Notes**

Present: Jane Fitzgibbon, Paul Beavers, Victoria Dallas, Karen Feathers, Pramod Khosla, Joseph Rankin, Barrett Watten

Absent with notice: Jennifer Beebe-Dimmer, Frances Brockington, Zhengqing Hu, Fayette Martin, James Moseley, Jeffrey Potoff, Marsha Richmond, Thomas Simpson

Guest Speakers: Dr. Mathew L. Ouellett, Associate Provost and Director, Office for Teaching and Learning & James G. Mazoué, Ph.D., Director, Online Programs, Educational Outreach

1. Meeting began at 12:00 in the Simons Room in the Purdy/Kresge Library.
2. The meeting discussed the Michigan State SIRS (Student Instructional Rating System). It would appear that they have the ability via the system to prevent students seeing grades unless they complete the evaluation. (See write up attached.)
3. Based on the previous discussion on lack of participation, I conducted a survey of one of my classes and the overall results showed that the students did not see the point and that they would like some type of reward for completing the survey. (See attached for comments.)
4. One concern the meeting had was when were the surveys sent to students to complete.
5. James Mazoué noted that students appeared to be motivated by some type of incentives and that maybe it was time that we looked at redesigning the survey.
6. Pramod Khosla noted that lack of response is a national issue as the matter had been raised on the AAUP conference call.
7. Mathew Ouellett advised the meeting that they are working on new questions for Fall 2014 that should have greater relevance with students.
8. Barrett Watten asked if any headway had been made on allowing students to see evaluations. Mathew Ouellett told the committee that the student senate has been pushing for a decision. He also thought that they might file a Freedom of Information brief to force the university to make a decision.
9. Based on the committee's lack of data it was agreed that we would contact Laura Woodward to determine the following.

Questions regarding SET Metrics

1. When are the notifications for evaluations for on line classes sent to students?
 - a. What are the control factors?
 - b. Are they sent before exam week?
 - c. Can you break out On line classes from traditional classes with on line evaluations?
2. What are the response rates?
 - a. On line classes
 - b. Traditional classes with on line evaluations
 - c. Do you have data for 'hybrid'
 - d. Traditional classes
3. What are the overall evaluations
 - a. On line
 - b. Traditional
 - c. Other

- d. Can these be further defined by level of class (1000, 2000 etc)
4. Do you have any way of identifying response rate tied to rank of instructor?
5. Can we get a comparison of the responses between Fall 2013 and Fall 2014?
 - a. On Line
 - b. Traditional with on line evaluations
 - c. Traditional

The committee has agreed to meet again on April 30 @ Noon. Location to be advised.

Addendum

Since the meeting, emails have been sent to the following institutions regarding the online evaluation system they are using.

MSU

Vanderbilt <http://voice.vanderbilt.edu/#lfac>

Louisville <http://louisville.edu/institutionalresearch/institutional-effectiveness/oce-faculty-marketing>

UNC <https://oira.unc.edu/institutional-effectiveness/carolina-course-evaluations-online/>

Boston College http://www.bc.edu/offices/stserv/academic/online_course_evals.html