

## Student Affairs Committee

January 30, 2008

### Minutes

Present: C. Dove, K. Feathers, J. Martin, W. Slater, M. Samson, D. Strauss

Absent with notice: V. Bielat, D. Head, B. Jones, A. Sacco, N. Simon, R. Van Stavern

The committee first took up the matter of the electronic SET and identified points to be included in the report to the policy committee. Those points include:

- The response rate is problematical. Both the rate found in courses at WSU using the electronic SET and the rate for McGill are low (average 30% as compared with 60% for paper).
- Given the low response rate the SET could be useful for either evaluation of faculty or for course improvement.
- WSU does not currently have the infrastructure necessary to support the use of electronic SET forms, including a lack of server space to accommodate the completion of the SET forms within a short period of time for many classes.
- If the SET is electronic, administration would have to be moved to C&IT. That would cause major changes in all aspects of SET administration and data analysis. It is unclear what the cost of this would be.
- As currently planned students would receive an e-mail notice instructing them to complete the SET form for each class. Many students do not use their WSU e-mail, thus many students would not receive this notice.
- According to the report from McGill, rewards did not increase SET completion.
- Penalties for non-completion would require a complex system to monitor completion/non-completion and to distribute penalties, for example a hold, and then to release such holds.
- There would be a cost accrued to keep the records for a penalty system.
- Penalties could also have an adverse impact on retention as students with holds might not be able to register for a class.
- There is a possibility that helping students understand how completion of the SET form can affect faculty could motivate more students to complete the forms.

Several possibilities were considered:

Outsourcing.

- The problem with outsourcing is that the data is then outside WSU.
- Cost would be about \$60,000 per year. And, according to Tom Wilhelm, would not resolve personnel problems.

#### Purchasing Software

- Cost would be about \$60,000-\$70,000 in the first year and \$40,000-\$50,00 each year thereafter. This is based on approximately 21,000 FTE/3200 course sections.

K. Feathers will draft the report on the electronic SET forms and send it to committee members for comment, revision, and editing.

D. Strauss provided an update on the smoking policy (a topic that the committee addressed during the fall semester). The students presented the results of a student survey to the Board of Governors Student Affairs Committee and requested that the area around Scott Hall be designated a non-smoking area. D. Strauss reported that more signage is being posted on campus buildings.

We briefly took up the topic of retention. K. Feathers reported that Linda Falkiewicz was sent the questions generated at the December meeting; however, due to end of semester and beginning of semester duties, Linda has not yet been able to address those questions. She has requested a meeting with K. Feathers and is in the process of scheduling that meeting. When it is set, K. Feathers will notify all committee members so that they can attend if they so choose. W. Slater reported that he had contacted Cheryl Kollin about holds placed for failure to declare a major and found that these holds are no longer implemented.