

**DRAFT**  
**MINUTES**  
**Student Evaluation of Teaching Ad Hoc Committee**

**Present:** Associate Provost Whittaker; Professors Jervis, Akan, Lebbon, Doyran, Valentine, Feinerman, Deveaux, McNamee, Harushimana, Prohaska

- 1) The meeting was called to order at 11 a.m. on April 29<sup>th</sup>, 2014
- 2) The committee nominated Professor Valentine as Chair of the committee;  
Professor Valentine accepted this nomination and will serve in this role moving forward
- 3) The committee nominated Professor Lebbon as Transcriber of the committee;  
Professor Lebbon accepted this nomination and will serve in this role moving forward
- 4) Assc. Provost Whittaker provided a review of the SETL history and progression to date
- 5) Discussed a need for committee goals, and goal difference from the perspective of faculty and the perspective of students
  - a. How do we increase student participation?
  - b. How do we receive faculty approval/buy-in?
  - c. Can we integrate this survey as part of Lehman culture
- 6) Discussion on the current survey; what is working well and what potentially needs revision and expansion
- 7) Partial review of other CUNY campus participation rates
- 8) Possible methods for increasing the value of the survey to the students; can students gain more access to the results of the survey?
- 9) Possible discussion on inviting students to propose topics they value to answer in the survey, and to have access to the results to provide direction for future course/professor selection. This section, if included, might only be available to the students
  - a. Possible creation of an informal survey to deliver to some students to receive feedback on what students like/dislike/ additions regarding the current survey
  - b. Goal is to determine why response rate is low, and if this would increase rate
- 10) Separate survey questions for the online course has been created and implemented
- 11) Assc. Provost Whittaker communicated that his goal/wishes for the committee is to look at the whole process, determine how to make the survey more efficient, determine if adjustments to scales are necessary, etc. Overall, how can the process and survey be improved?
  - a. Review, manage, correct process and survey

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- 12) Moving forward the committee will discuss our task-list and the time frame for completing those tasks
- 13) Discussion to switch to total number of students in a course who have not completed the survey, instead of emailing professors student names.
- 14) The meeting adjourned around noon.

Respectfully submitted,

Angela R. Lebbon