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MINUTES
Student Evaluation of Teaching Ad Hoc Committee

Present: Associate Provost Whittaker; Professors Jervis, Lebbon, Doyran, Valentine, Deveaux, Harushimana, Prohaska, Waring

- 1) The meeting was called to order at 11:10 a.m. on June 3rd, 2014
- 2) The committee reviewed the data on student response rates by year, course level, and department
- 3) Assoc. Provost Whittaker suggested 2 main questions that the committee should address in order to understand and improve response rates:
 - i. What extent is email delivery a problem for students gaining access to evaluations?
 - ii. What extent is the evaluation, itself, a problem?
- 4) Assoc. Provost Whittaker and Professors Deveaux, Waring, and Prohaska discussed that in its current form, the survey is too long and some questions are not particularly useful for students and/or faculty. Additional comments included, but not limited too, some questions appear as one question but are two questions that should be separated, some questions do not require data collection every semester and would be more reasonable to collect data on once every 5 yrs, that the survey is first serving faculty interests, etc.
- 5) The committee discussed the main functions of the evaluation and who the results serve
 - i. Administration (for tenure, reappointments, etc.)
 - ii. Faculty (improving on teaching methods, etc.)
 - iii. Students
- 6) Professors Deveaux and Waring presented questions regarding streamlining the summary with Blackboard or Lehman Connect in order to minimize password issues. It was noted by Assoc. Provost Whittaker that logistically it would be more complicated and time-consuming to implement such an idea. Furthermore, we are still not sure that students would be able to access the survey given the different passwords for each Lehman system and given that passwords require updating at least once in a semester. A lot of discussion occurred around fixing the email/password issues through IT.
- 7) Assoc. Provost Whittaker proposed that we include in the survey 2 student-related questions that would benefit the students and potentially increase the value of completing the surveys for the students; there was discussion regarding if and how we could make some of the evaluation results available to the students, again, to improve the value/purpose/reward of having to fill out the surveys.
- 8) Professors Waring and Lebbon informed the committee on some potential limitations and future problems with using tangible rewards for students who complete the surveys, and therefore, we would like to improve response rate without these tangible rewards.
- 9) It was recommended by Professor Lebbon that the committee approach the survey issues with a tier system approach in order to focus our efforts on one issue at a time to better separate the causes affecting response rates, and that our first focus should be what we can change easily, which is the length of the survey. Professor Jervis, along with the others, supported the idea.

DRAFT

- 10) Assoc. Provost Whittaker recommended that we create a draft survey, which would be much shorter than the current survey, only containing the most important items. It is the committee's hope that by reducing the number of questions, the response effort for students will be less, thereby improving response rate.
- 11) For the Classroom surveys, the committee suggested only asking students the following items:
 - i. 1.7, 4.4, 4.5 (same rating scale for these 3), 5.1, 5.2 (same rating scale for these 2), 6.1 and 6.2 (free text)
- 12) For the Online surveys, the committee suggested only asking students the following items:
 - i. 1.7, 4.4, 4.5 (same rating scale for these 3), 5.1, 5.2 (same rating scale for these 2), 8.1 and 8.2 (free text)
- 13) There was a lot of discussion about narrowing the items based on what is used most frequently by administrators and faculty, and the items that would be most beneficial to students (if we provided them summary reports), administrators, and faculty.
- 14) Prof. Waring volunteered to create a draft of the new, shorten survey.
- 15) Assoc. Provost Whittaker will determine what percentage of Lehman students are accessing their emails each semester; this percentage would give us an idea of our potential response rate growth for those that do know their passwords and can access the evaluations
- 16) The committee tentatively scheduled our next meeting for Tuesday, August 26th, 2014
- 17) The meeting adjourned around 12:45pm.

Respectfully submitted,

Angela R. Lebbon