

MINUTES
Student Evaluation of Teaching Ad Hoc Committee

Present: Professors Bryant, Doyran, Sailor, Valentine, Waring, Becker, Behrman, Deveaux, McNamee, and VP & CIO Bergmann, Dono

- 1) The meeting was called to order at 3:40 p.m. on April 23, 2015
- 2) Discussion of the areas that need to be addressed/improved:
 - i. *Access*
 1. Members discussed the prospect of the evaluations appearing on mobile cellular devices (smart phone, tablets, iPhones, iPads, etc.), which should increase response rates. These evaluations should be available on May 1.
 2. A suggestion was made to email the Department Chairs to provide their faculty with instructions explaining how students can access the evaluations. Chairs should encourage faculty to have their students do the evaluations in the classroom.
 3. John Dono will send out more frequent reports on response rates.
 4. Professors Becker, Sailor and Valentine suggested encouraging the faculty to do the evaluations in their classes (as in the “days of paper”), a few minutes before the end of class. After showing them the link to the evaluation for that class (e-mail subject and the course code), faculty would then leave the room as they did before. Students without smart phones or tablets may be dismissed to do their evaluations in a computer lab or at home.
 - ii. *Content*
 1. VP Bergmann talked about a new application (Lehman Ad) to be launched soon, which is dedicated to a number of things. The new ad, available in Apple store for download, is for current students, prospective students and faculty. It allows for search, academic status, and a link to Blackboard. It was pointed out that response rates would go up with this device, “If we increase the response rate by 10 percent, that would help everybody.”
 2. Members discussed the pros and cons of shortening the evaluation form. However, this is an issue that is yet to be decided by the Lehman College Senate and the Faculty P&B.
- 3) Members discussed various issues related to the student evaluation form, which included:
 - i. Discussion to make the results of the evaluations publicly available (or not). Professors Waring and Sailor pointed out that this is a very controversial issue, due to the sensitivity of personnel matters involved. Some CUNY Colleges (such as Brooklyn College) make the whole survey available. Members discussed the need to think about it in the “best possible spirit,” though. What types of data would be shared, which questions, types of student responses, might be posed, while taking out the faculty names associated with particular classes. Professor Sailor asked: “Could we do this for individual sections?” in order to trace evaluations per course over time. VP Bergmann concluded that this information can be useful, as long as it is acquired and used “in the best possible spirit.” Students can then use this information to assist them in selecting their classes.

- ii. Professor Deveaux suggested the need for open-ended questions to be included in Blackboard so that instructors could benefit from student responses, which would help to improve their teaching. Also, she asked, “How can we use this tool for professional development and improvement?”
 - iii. Professors Behrman and Deveaux suggested asking the most important questions first and taking out some of the questions that are inhibiting student participation (such as those related to demographics), or if those questions could be placed at the end of the evaluation.
 - iv. Professor Behrman asked if there has been a “focus” group of students who would like to help develop questions. She also asked “how did other CUNY schools respond to making the results public?”
 - v. While it is useful to discuss the possibility of having the results made public (or how and in what form), this is an issue that should ultimately be decided by the Lehman College Senate and Faculty P&B.
- 4) Recommendations/Conclusions:
- i. Faculty are encouraged to administer the student evaluations in their classes as they did in the “days of paper,” and students will access them through their smart phones, tablets, and other mobile devices. Students who don’t have that option can access their regular email accounts elsewhere. Faculty would then leave the room as they did before.
 - ii. Chairs should encourage faculty to have their students do the evaluations in the classroom, utilizing their smart phones, tablets, and other mobile devices.
- 5) The meeting adjourned around 5:00 p.m.

Respectfully submitted,
Mine A. Doyran
4/23/2015