

**Pew Faculty Teaching and Learning Center Advisory Committee Meeting Minutes
February 27, 2012**

Present: Lindsey Ellis, Deborah Herrington, Vijay Gondhalekar , Hugh McGuire, Kim Kenward, Christine Rener, Peter Riemersma, Michael Scantlebury, Laurie Stickler, Darren Walhof, and Joy Washburn.

Meeting called to order: 1:00pm

Approval of Agenda: The committee voted to approve the agenda. Hugh McGuire moved, Darren Walhof seconded. Approved.

Approval of Meeting Minutes: The committee voted to approve the minutes of February 13, 2012. Vijay Gondhalekar moved, Hugh McGuire seconded. Approved.

Announcements:

Approximately a dozen proposals were reviewed by the Grants Subcommittee on Feb 13.

1. Old Business

A. Consistent Student Evaluation Tool

The focus of our discussion this meeting was the *Online Course Evaluation Literature Review and Findings* summary prepared by Wode and Keiser in 2011. This summary included citations and an annotated bibliography for online evaluations Their summary examined 1) the validity and reliability of course evaluations 2) online vs. paper course evaluations, 3) student perceptions of course evaluations 4) Effects of allowing students access to course evaluation data and 5) recommendations for improving response rates.

We discussed a variety of issues sparked by the above summary including:

- The use (and importance) of class time for students to do evaluations. Low response rates for online indicate students are less willing to complete evaluations on their own time.
- Ways to increase online response rates by using incentives, extra credit, or holding grades back.
- Can or should we send reminder emails to students who did not do evaluations?
- How can we make course evaluations more a part of a course? The summary noted that students are more likely to complete course evaluations if they see value in them. We talked about having (requiring) midterm evaluations and allowing students access to the course evaluations.
- How much money does GVSU spend on student evaluations currently?
- What do our students think about the course evaluation process?

Meeting adjourned: 2:00 p.m.

Respectfully submitted by, Peter Riemersma, Vice Chair