

FTLC-AC AGENDA

MEETING INFORMATION

Date: October 8, 2012

Time: 1:00pm-2:00pm

Location: 211 A DEV (Grand Rapids) and D-1-142 MAK (Allendale)

Attendees: Laurie Stickler, Heather Gulgin, Kyle Felker, Janel Pettes-Guikema, Deborah Herrington, Sarah Hay (student senate rep), Scott Grissom, Christine Rener, Joy Washburn, Kim Kenward, Vijay Gondhalekar

MEETING CALLED TO ORDER AT 1:12PM - DUE TO ITV TECHNICAL ISSUES

1. Approval of Meeting Minutes of 9-24-12
 - a. Motion to accept, Scott Grissom, second Vijay Gondhalekar ~ approved
2. Approval of Agenda
 - a. Motion to accept Vijay Gondhalekar, second Laurie Stickler ~ approved
3. Announcements

*Grants subcommittee meeting this Friday October 12th 2pm – 4pm 297C Devos
4. Committee Charge for 2012-13
 - a. Per Figen Mekik, verification of the FTLC Committee charge is supposed to be discussed at ECS on Friday, October 12. Joy will report back to the committee on the charge at our next meeting on October 22.
5. Review of the Student Evaluation of Teaching Task Force (SETTF) 2008 Report.
 - a. The committee agreed it was a very comprehensive report.
 - b. There was a concern raised whether it is the committee's job or ESC to recommend tools?
 - c. The committee agreed that we still need to work on culture and concept of student evaluations. It is important that the University clarifies the role they play. Additional dialogue necessary. Additional considerations include: - How should they be administered? Format variations? Online? Paper? Mix of both? How often they need to be evaluated?
 - d. Another question was raised regarding how peer reviews are done in different departments. It would be nice to see what people are using to do peer evaluations. At this time, there doesn't appear to be anything that is systematic across the university for peer reviews. That could be a recommendation to include at the end of the report.
 - e. We asked our student senate rep about her perception of end-of-semester evaluations. She pointed out that not all evaluation tools allow the student to critique the professor equally. Rating questions 1-4 (not effective). Every single evaluation is very different for every single class. Senate has brought up the idea of instructors using a mid-semester evaluations. Students more willing to put in feedback during the mid- semester. Students pointed out blackboard evaluations are lost with all their other Bb course alerts.
 - f. A question was asked whether could have another opportunity to pull faculty together for an open forum to discuss formative, summative, and peer feedback? Perhaps this could be done sharing best practices and conversations. A suggestion was made that this could possibly be done at the Fall Teaching Conference or possibly be a Winter Teaching Conference.

- g. Christine suggested that the committee could put together information (models, ideas, script) to outline best practices and dissemination of information. Perhaps pilot groups (like Health Professions) could share what they are doing in an open forum. .
 - h. The concern about team-taught evaluations (and the sheer volume that students are asked to fill out) needs to be revisited too.
- 6. Tools: Student Evaluations of Teaching Learning
 - a. Digital Measures: flexible with large # of questions in pool; data stored at Digital Measures; annual cost of approx. \$24,000/year
 - b. Class Climate (Scantron): numerous customized survey options; different evaluation features (labs, clinicals, practicums etc.); scanning of written comments; cost of \$35,000 (includes software & scanner)
 - i. Are vendors willing to pilot with various units? License agreements?
 - ii. Gather more details on which pilots and which semesters?
 - iii. This need to be brought to the Deans to find out a financial commitment.
 - iv. Would have to be longer than a single semester?
 - v. Try it out in parallel with two different tools?
 - vi. Try it out with those who are already tenured?
 - vii. Are the reports easier to interpret? Is it more timely?
 - viii. What is being piloted the tool? Or the questions? Consistent questions for every single course would be helpful for students. Fewer more standardized questions. Follow up with Digital Measures on how they are looking at the reliability and validity of their questions.
 - ix. Who owns the data once it is reported to Digital Measures, Class Climate, or any other outside vendor?
- 7. FTLC Director Updates
 - a. October mailing went out. Two upcoming workshops scheduled:
 - i. Preventing and Handling Classroom Incivilities
October 10, 2012
2pm – 3:30pm KC2270
 - ii. Using Media Coupled with Guided Inquiry in Large Science Classes
October 15, 2012
2pm – 4:30pm KC2270
- 8. Sub-Committee Updates
 - a. Grants: Meeting on 10-12-12 at 2pm
 - b. Teaching Awards: Monday, November 12 in lieu of FTLC-AC mtg

Next meeting is October 22, 2012

Meeting adjourned at 1:59pm.

Respectfully submitted,
Kim Kenward, FTLC Faculty Advisory Committee member