

## **FTLCAC Meeting Minutes**

Time: March 17, 2014 from 12pm-2pm

Location: 302E DeVos

Present: Kyle Felker, Alisha Davis, Mathew Roberts, David Bair, Peter Riemersma, Mike, Mostafa El-Said, Jacob Schacht

### **1. Agenda**

Motion to correct minor errors, motion approved

Revised Agenda approved

### **2. February Meeting Minutes approved**

### **3. FTLC Update**

The body was made aware of the Teaching Learning Supsium the following Wednesday at 1pm. A reminder about the upcoming Teach-In was given. Lastly, the Regional Faculty Conference was mentioned as well as the forming Task Force on the Implementation of Universal Student Evaluations of Teaching.

Kyle will get the membership of the task force for the next FTLCAC meeting.

The question was posed as to how the faculty address bias and diversity in their classroom. The body talked about keeping to the realities during diversity related discussion in class while also making sure students know their classroom is a safe environment and acknowledge biased incidents are not tolerated.

### **4. New Business**

Discussion focused on creating FTLCAC recommendations to the UAS approved task force for finding a universal teaching evaluation system. The topics included:

- Education: Dispelling myths, educating all on the evaluation process and how to use the mechanism
- Formative Feedback: Having the system for formative feedback to improve teaching and not simply be evaluated, more than just summative comments, want to stress that faculty can do their own evaluation which is not university nor portfolio tied
- Discretionary Questions: Important for each college to have individual questions on the evaluation, FTLC Midterm Interviews with facilitators are helpful as well to probe deeper into student thoughts of the course, mid-semester evaluations can be a positive message that a faculty member values students input on the course, mid-semester evaluations are shown to improve student feedback, also include open space for comments

- Proving Evaluation Procedures: Provide a “script” of how the evaluation will be and can be used
- Acceptable Response Rates: Encourage the task force to determine a response amount needed to make evaluations valid, include a back up plan if the evaluation is not valid, consider incentives to get responses, FTLCAC will send specific examples and recommendations
- Comparison Capability: Need a sophisticated tool to measure similar courses across Grand Valley and other institutions, comparisons should be made with similar student bodies, campus climate, and prestige

Kyle will put all these recommendations together and email the body for approval.

FTLCAC also discussed the possibility of evaluations accessible to students. Many concerns were raised over the potential consequences, so the body decided this was not a recommendation it would pass to the task force.

Kyle mentioned the opening in the chair position come next fall semester. Members of the body were left to consider running for the position.

Kyle is also setting up an end of year summary for the committee, and he will be sending out a report.