

Report of the Committee for Effective Teaching (CET) for 2016-2017
7/16/17

1. Joel Dittmer elected chair of committee in Fall 2016
2. Main concern raised for CET (concern first raised late spring 2016): In order to get higher student response rates to instructor evaluations, some instructors were providing incentives for completing evaluations. Discussion at spring 2016 meeting as well as through e-mail throughout summer 2016 concluded that some incentives were not best practice. CET shares concern that increasing student response rate is important. In fact, we took this to be our primary objective for 2016-2017. That is, we concerned the following issue as primary: How to increase student response rates in a way that best reflects best practices of instructors?
3. CET met 3/9/17; brief minutes follow:

Meeting started with a discussion of an initial draft for instructors (to be sent to them through e-mail via I.T. and Rick Bonner).

We revised the draft into the following statement:

“Teaching evaluations are administered automatically at the end of each semester. Each instructor should verify whether their courses will be evaluated.

Instructors are encouraged to notify students of the availability of the teacher evaluation, and urge their students to complete the survey. **Class time may be set aside so that students may complete the survey using mobile devices, and best practice is for instructors to step out of the room during this time.** This practice is encouraged by the CET (Committee for Effective Teaching) and is expected to increase participation rates. Student anonymity is assured.

Survey completion is not an academic assessment and should not be considered as any part of student grades. Evaluation of summer courses is not automatic, but may be initiated if an instructor notifies the CET at least three weeks before the end of the academic term.”

4. Finally, CET will continue to work to increase student response rates, as well as provide assistance in best practices for administering student evaluations of instructors at Missouri S&T.

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