

Minutes

Committee for Effective Teaching Meeting

Sept. 14, 2011 4:00 PM

305 McNutt

In Attendance: F. Scott Miller, Clayton Price, Diana Ahmad, Lance Calloway, Jennifer Thorpe, Veronica Marz (STUCO rep)

Diana Ahmad volunteered to be secretary.

Points of Discussion:

1. New Chair
 - a. Dr. Miller was nominated by Dr. Ahmad to continue as Chair of the committee.
 - b. Mr. Price seconded.
 - c. Dr. Miller is chair.
2. NEW MEETING TIMES
 - a. Due to several conflicts, not the least of which is Dr. Bieniek's new faculty forums, it was decided to move the meetings to MONDAYS, 2pm-3pm, in 305 McNutt
 - b. Snacks will continue to be offered.
 - i. If anyone wishes to bring something to share, please let Dr. Miller know.
 - c. NEXT MEETING = October 10, 2011, 305 McNutt
3. Meeting Veronica Marz, STUCO Rep.
 - a. Dr. Miller and others briefly caught Ms. Marz up on the events of last year regarding electronic evaluations
4. Fall 2011 electronic evaluations:
 - a. October 2011, Math 4 is the next one
 - b. Therefore, we will have a meeting on October 10th to make sure everything is as desired.
5. Summer Evaluations
 - a. Requests have been made to have electronic evaluations of summer classes.
 - b. It was suggested that this be done because sometimes classes are ONLY offered in the summer and professors would like to know how the classes were perceived by students and professors will also get a change to get feedback on those summer classes.
 - c. Lance Calloway said that summer evals will NOT be a problem for the IT Department.
 - d. Jennifer Thorpe noted that there are TWO summer sessions.

- e. Lance Calloway said that the four-week session could be treated like the MATH 4 classes during the regular semesters.
 - f. In the summer, for the four-week classes, the evals would be given in the fourth week. In the eight-week classes, the evals would be given in the eighth week. BOTH evals would be “open” for students to evaluate the course for the full week.
6. Lance Calloway said that the next electronic evals will have a main screen that WILL allow changes. The “submit” button will NO LONGER be there. On the last day of evals, the scores will be automatically sent to IT. And the students’ forms (online forms) will show “complete.”
7. Students’ views of electronic evaluations: Veronica Marz will ask STUCO their views of them.
8. Discussion of submitting evaluations via smartphone:
 - a. Lance Calloway said that electronic evals CAN be used on the phone. He is working on the process right now. The display will be different, but the eval will be the same, only the appearance will be different.
 - b. He is going to work on the prototype and have it available this semester probably.
9. End of the Evaluations’ Period:
 - a. Veronica Marz wanted to know why the evaluations did not end at the end of final exam week.
 - b. She was informed that electronic evaluations are still in the “trial” stage and as a result, the committee is trying to keep them as close to the paper evals as possible (regarding dates).
10. Were there any serious problems with the electronic evals?
 - a. No.
 - b. Money and time was saved.....no class time lost, no staff time lost, no storage, no off-campus person hired, no paper used, no sorting, and so on
 - c. CET average was just about the same as with paper evals.
 - d. VPAA Bob Schwartz called Dr. Miller and said that two off-campus companies asked S&T if we would be interested in their electronic evals process. They asked what our response rates were and when they were told it was over 60%, they said that S&T was doing extremely well. They said S&T did not need their services.
11. Dr. Miller informed the committee that the PROVOST’S CET committee WILL CHANGE their name probably by the end of October 2011.
 - a. The Provost’s committee will continue to give the teaching awards.
12. Lance Calloway said that distance and on-campus evals will be at ONE website link from now on, instead of two.