

Faculty Council Committee Report

Month: November Year: 2023

COMMITTEE: Student Evaluations Task Force

SUBMITTED BY: El-Ashmawy, Amina

Last Meeting Date: (List date of last physical meeting or the dates of e-discussions)
Tuesday, November 14, 2023

Active Members: (List all members who attended meeting/or contributed to work listed in this report in order of last name, i.e., John Adams, Mary Barr, Fred Cox, etc.)
Amina El-Ashmawy And Mike Panahi (Co-Charis), Rebecca Burton, Nancy Davis, Catherine Duke, Patrick Larue, Jenny Sideris

Summary of Discussions/Activities: (List the current items your committee is addressing, status update on those items, action items completed, any subcommittee work, person(s) responsible for each action item, etc.)

Points discussed:

- To refresh, Dr. Johnson wants an instrument that (1) allows us to know what is going on in the classroom, (2) evaluates instructor's teaching expertise, (3) accurately represents the faculty member as an instructor, and (4) has faculty buy-in.
- Task Force should come up with how the survey should be structured, not find/create survey on their own, enlist the help and feedback of faculty along the way, and reach out to fa

With all of the above points taken into account, we put aside the two working groups from last month's meeting for the time being. Instead, we came up with six tasks to tackle by early January 2024. Each of the tasks will generate questions that could eventually be used to create the final survey. All questions generated by each task team must take into consideration four overarching criteria, (1) ask students about things they are equipped to answer, (2) stated using simplistic language that all students, from ESL to Honors, are able to understand, (3) void of biases as much as possible, and (4) can apply to any type of course (i.e., workforce, transfer, developmental ed, etc.).

For ease of reference, the tasks are numbered below.

Task #1: assigned to Catherine Duke and Nancy Davis

Review the questions on the current survey and determine whether each is good as is, good but needs revision to address a missing criterion as listed above, or not valuable in getting helpful feedback and should be discarded.

Task #2: assigned to Chris Redgraves and Nancy Davis

Make a general list of the feedback wanted from students to inform our teaching. Once the list is created, turn each item into a question. Enter the list of questions in the common shared-

document when it is available.

Task #3: assigned to Rebecca Burton and Mike Panahi

Make a general list of the hallmarks of good or effective teaching. Once the list is created, turn each item into a question. Enter the list of questions in the common shared-document when it is available.

Task #4: assigned to Jenny Sideris and Mike Panahi

Make a general list of the element of a good student experience in a class. Once the list is created, turn each item into a question. Enter the list of questions in the common shared-document when it is available.

Task #5: assigned to Patrick Larue and Karie Newby

Make a general list of student demographics items. Once the list is created, turn each item into a question. Enter the list of questions in the common shared-document when it is available.

Task #6: assigned to Mary Weis and Karie Newby

Create a three-item questionnaire that asks faculty if they have employed, in the past or present, their own survey to get student feedback. If so, if they are willing to share the items from their survey. If so, their contact information. (All on the questionnaire that goes out should be clearly stated and grammatically correct, unlike what I just wrote!) For those who "opt in" to sharing their personal survey questions, follow up with them to collect their survey questions. Review questions and edit to meet the listed four criteria above (if not possible, discard question) and enter the questions in the common shared-document when it is available.

Question: Is a literature review needed to validate our proposal/ recommendation ? If not, we might consider a disclaimer.

Summary of Action Items: (List action items current underway)

*Each task team will work together to accomplish the first draft of their assigned task by our January meeting.

*Amina checked the FC Procedures Manual to determine if a literature review is needed to validate the recommendations we make. On page 11, #9, it states that an Annotated Bibliography is required. Accordingly, all Task team members need to keep track of their references.

Date of Next Meeting: TBD in January

Confirmed? (Y/N): N