

## MEMORANDUM

**TO:** Student Evaluation of Faculty Committee Members

**FROM:** Dr. Don Cunningham

**DATE:** Dec. 11, 2009

**SUBJECT:** Student Evaluation of Faculty Committee Meeting Minutes, Dec. 10, 2009

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The Student Evaluation of Faculty Committee held their first meeting for the 2009-2009 academic year at 11:00 a.m. Thursday, Dec. 10, in Hurlbert 210. The following members were in attendance:

- Ms. Bethany Bodo, Director, Academic Affairs
- Dr. Don Cunningham, Assistant Professor, English
- Ms. Jordan Draper, SGA CHBS Senator
- Dr. Matt Oyos, Associate Professor, History
- Dr. Basel Saleh, Assistant Professor, Economics
- Ms. Maribel Street, SGA At-large Senator

### **Business**

Dr. Oyos was elected chair. Dr. Cunningham was elected recorder. The finalized set of faculty evaluation questions have been forwarded to the Faculty Senate for review.

### **Discussion**

There are currently two issues before the committee.

1. The committee will investigate transitioning from paper-based surveys to online faculty teaching evaluations. Although online surveys would be significantly less expensive than traditional, in-class methods, there are concerns about response rates and security. The committee will gather information about this transition and make recommendations to the Faculty Senate next semester.
2. A concern was raised by the Psychology Department regarding the anonymity of responses to open-ended questions by graduate students in small course sections. After some discussion, the committee questioned whether this concern is related to identification of individual student handwriting on the current paper-based survey forms or if it is that the instructor is able to identify student comments by tone from a relatively small student section.

### **Action Items**

Committee members will collect research on the transition from paper-based to online evaluations.

**Next Meeting**

The next meeting will be held during the second week of Spring 2010 semester. Time and place will be announced later.