

## 2017-2018 Year-End Committee Report Form

**Committee:** Student Evaluation Review Board (SERB)

**Chair:** Emily Slusser

**Chair-Elect for 2018-2019:**

Emily Slusser  
(408) 924-3752

**Number of Meeting held:** 7

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-0075

### Items of Business Completed 2017/2018

1. Revisions to the SOTE and SOLATE multiple choice and free response questions were finalized, approved (by Professional Standards, Academic Senate, University Provost, and President), and implemented.
2. SOTE and SOLATE surveys were administered through a new online system (CoursEval). SERB worked with IEA and Academic Senate to ensure smooth transition from PeopleSoft.
3. Developed new announcements and resources for faculty outlining changes in SO/LA/TE surveys and implementation as well as reminders about ongoing policies and procedures.

### Unfinished Business Items from 2017/2018

1. Completing a thorough revision of the SOTE/SOLATE Interpretation Guide (last revised 2011) including a review of current literature and comprehensive analysis of AY16 SOTES.
2. Collect faculty feedback on current SOTE/SOLATE instruments and questions as well as proposal for new informational items (e.g., rating of average workload) - ongoing.
3. Continue to work with IEA office to review features and functionality of CoursEval software.

### New Business Items for 2018/2019

1. Developing a Student Guide and FAQ webpage that would provide tips and useful information for students as they complete SOTES and SOLATES (e.g., how to share and write constructive feedback and how this information is used). Note: This will be informed by a study that is currently in final stages of development by a subgroup of SERB members.
2. Discuss opportunities and need to develop college/discipline specific evaluations (including an evaluation for instructors/coaches of Physical Education courses).
3. Collaborate with other universities and share student evaluation procedures and policies.

**Please return to the Office of the Academic Senate (ADM 176/0024) by May 31, 2018.**

## Student Evaluation Review Board Meeting

10:00 AM September 15th, 2017 Sweeney Hall (SH) 332

**Meeting Started:** 10:00 AM **Meeting Ended:** 11:00 AM

**Attending:** Emily Slusser (Chair); Amy Strage, Bee Leng Lee; Shai Venkatsubramanian; Mary Currin-Percival; Cynthia Rostankowski; Scott Heil; Harjeen Ghallon

**Approval of Previous Minutes:** March 24th, 2017

### Announcements/Reminders:

- SERB documents are posted to Google Drive (agendas, minutes, and relevant docs).
- Emily won't be printing agendas and minutes anymore.
- According to new tenure and promotion, service is quantified. If a committee member misses three meetings, that person needs to take himself/herself of the committee
- Meetings are on 3<sup>rd</sup> Fridays of the month
- Meeting invitations have been sent out in advance
- The next meeting is scheduled for May 19<sup>th</sup>

### Discussion/Action Items

#### 1. Updates:

- Need to get word out on SOTE and SOLATE guides to faculty
- Collect additional faculty feedback on SOTE and SOLATE
- Create a student guide or an FAQ for students on how their responses are used by faculty
- Give some thought to how some disciplines such as PE need unique instruments since current instrument does not apply to them.
- (Stuart) Spring pilot study was done with CoB using CourseEval . Some points to note:
  - o Faculty can access report right away after it is ready.
  - o There seem to be no complaints about the new software.
  - o Earlier, it was possible to display norms for department, college and university. The new software has room only for 2 and not 3 of those items. Committee has to decide which to keep, and figure out if this will require a policy change.
  - o The new software shows average final and average course GPA course GPA for people who responded and separate numbers for those who did not respond.
  - o (Bee) Can we get overall GPA of the student across all courses? (Stuart) That can be programmed
  - o (Amy) Are the norms from the same semester or average from many semesters?
  - o (Emily) Would be nice to have screenshots from student and instructor perspectives to give faculty idea of what has changed
  - o (Scott) Will have a better idea by next meeting whether CourseEval will be adopted

- (Emily) Get faculty updated by early November
- (Amy) Some faculty may want mock versions for mid semester feedback from students in a timely way

## 2. To do Items

- Information to be collected from faculty
  - Any changes to questions?
  - Interested in collecting feedback about additional questions?
  - Would they like any changes to the software?
    - Questions that could be asked capture difficulty level of class. (Amy and Bee) Information can possibly be used to rebut objections from RTP committees about high grades leading to high SOTE numbers; (Cynthia) Would be helpful if 6 unit classes are not evaluated as a 3 unit classes.
      - Perceived workload
        - During a typical week – how many hours on course related activities – how much effort?
      - Frequency of class attendance
        - How often did you go to class?
    - Maybe, unique questions for each college.
  - (Amy) Answers to open ended questions could be scraped to find nuggets. (Shai) Scraping of answers to open ended questions is currently being tested using help from a high school student

## Next Meeting

Date: October 19th

Minutes:

Proposed agenda: Spring SO/LA/TE implementation; Interpretation Guide

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## **Student Evaluation Review Board Meeting**

**October 20th, 2017 Sweeney Hall (SH) 332**

**Meeting Started:** 10:15 AM **Meeting Ended:** 11:10 AM

**Attending:** Emily Slusser (Chair); Bee Leng Lee; Cynthia Rostankowski; Stuart Ho; Harjeen Ghallon

**Approval of Previous Minutes:** September 15th, 2017

### **Announcements/Reminders:**

- SERB documents are posted to Google Drive (agendas, minutes, and relevant docs).
- The next meeting is scheduled for November 17th

### **Updates:**

- CourseEval was implemented over the summer and Stuart is currently working on the backend development.

### **Discussions:**

- Bee Leng asked if we have to include mean ratings on the SOTE reports and pointed out that comparison across colleges may not be meaningful. Emily replied that Senate policy requires the reporting of college and university mean rating.
- Emily suggested that CourseEval should present updated means and norms for each semester, or as often as possible.
- Currently classes with five students or less are excluded from the SOTE survey. This may present problems for faculty members who regularly teach small classes and will undergo tenure or promotion review. Cynthia suggested that faculty should be able to elect to have small classes surveyed.
- Emily reminded SERB members to review a draft of an email that will highlight the changes made to the SOTE/SOLATE instrument.

# Student Evaluation Review Board Meeting

Nov. 17, 2017 10:00am Sweeney Hall (SH) 332

**Meeting Started:** 10:00 **Meeting Ended:** 11:00

**Attending:** Emily Slusser (Chair); Stuart Ho; Mary Currin-Percival; Bee Leng Lee; Gigi Smith, Shailaja Venkatsubrama, Cynthia Rostankowski, Harjeen Ghallon, Magdalini Eirinaki

**Approval of Previous Minutes:** October 20, 2017

## Announcements/Reminders

- SERB meetings take place every third Friday of the month at 10:00am in SH 332. Please mark your calendar  
February 16<sup>th</sup>      March 16<sup>th</sup>      April 20<sup>th</sup>      May 18<sup>th</sup> (*if needed*)
- Reminder that important SERB documents have been compiled in folder and are also posted on Google Drive.

## Discussion/Action Items

### 1. Updates:

- Email was sent out by Amy Strage for faculty comments and suggestions regarding the SOTE/SOLATE revisions. Response was poor. Amy will be asked to re-send the email and reposition the link at the top of the message and highlight it. Suggestion was made to also send it directly to each college or department.
- A line was added about the new software.
- Software update: Current plan is to roll out the new software this semester. An email will be sent to students highlighting the changes. An email went out to faculty. More training coming soon. First training is planned for December.
- Reporting – Old reports are still available on People Soft.
- There is ambiguity in the wording on the policy of being able to exclude one class SOTE. Emily to follow up with Ken regarding clarification of this policy.
- Discussed update to the Interpretation Guide. Bee Leng presented an analysis of the question on the SOTE. Asked committee if question 13 is necessary or can an average of questions 1-12 be calculated. A discussion about the purpose of question 13 followed.  
Suggestion to include a range (table format) for various areas with norms (variables that have been shown to effect SOTE scores, such as class size, gender, lower division courses for GE (with support from the literature) that could be used for interpretation by the RTP process.
- December 13 meeting cancelled.

### 2. Upcoming Activities:

- Make contributions to the Interpretation Guide (on-line Google doc)
- Contribute to the literature review – Mary, Gigi, Cynthia, Shai, Magdalini
- Data Analysis – Emily, Bee.

### **3. Ongoing:**

- Academic paper on the utility of SOTE reporting – group meets after this meeting.
- Discuss need to develop college/discipline specific evaluations (including coaches).

### **Next Meeting**

Date: February 16, 2018

## Student Evaluation Review Board Meeting - MINUTES

10 AM, 16 February, 2018 Sweeney Hall (SH) 332

**Meeting began:** 10:00 AM

**Meeting ended:** about 11:00 AM

**Attending:** Emily Slusser (Chair), Mary Currin-Percival, Magdalini Eirinaki, Harjeen Ghallon, Stuart Ho, Cynthia Rostankowski, Gigi Smith

**Approval of previous minutes:** moved - Mary Currin-Percival; approved unanimously.

### Announcements/Reminders

SERB meetings have taken place every third Friday of the month, 10:00-11:00 in SH 332.

**NEW TIME WILL BE 1:00-3:00 P.M. FOR MARCH MEETING!**

Upcoming meeting dates: 16 March, 20 April, 18 May (if needed)

Reminder: important SERB documents have been compiled and are posted on Google Drive.

### Discussion/ Action Items

- A.** New SOTE roll-out was discussed. Stuart Ho indicated feedback was generally positive. There were, however, among others some concerns.
1. Some content is only available in one view of materials, not both.
  2. Stefan Frazier was said to have expressed concerns, though they were not described.
  3. Cynthia Rostankowski spoke of problems facing chairs with availability of information needed to carry out faculty evaluations.
  4. To locate information,
    - a. More information at: mySJSU -> "view all reports" -> "view PDF"
    - b. All RTP information located there; use is cumbersome.
  5. Lack of comparisons re: department/college/university is problematic
  6. Re: "final GPA awarded in the course" information does not show how many students actually received the grade they thought they would get. This is a problem, relevant to consistency with policy (Ken Peter).
  7. However, one of the most positive things about this new system will be that faculty can read it before the next semester begins. (Not yet, however SOTE/SOLATE report was made available 29 January.)
  8. Ken Peter has said that he would like this panel to become a panel of experts, including in design.
  9. Ability of faculty member to strike "under certain circumstances" one SOTE per year is no longer possible with the technology now newly in place. Problem must be addressed by Professional Standards committee, and be resolved.
- B.** Review of SERB committee description needed. Matters to be addressed:
1. "3-tier" meaning? Clarify.
  2. Strike "empirically test" – not doable for the committee.
  3. Strike "former students" – not relevant to faculty evaluations.
  4. Role of SERB and IEA relationship must be discussed.

- C. Required change of meeting time for March meeting to 1:00-3:00 p.m. Perhaps this will become the meeting time for the rest of the semester. Decision will be made at the next meeting.
  
- D. Ongoing changes to SOTE Interpretation Guide
  - 1. Mary Currin-Percival updated the Table of Contents. Other comments: there are changes at SJSU regarding gender in the Interpretation Guide; differences between views in 1990s and current are opposite.
  - 2. Assignments for literature review contributors:
    - a. Gigi Smith: update class size, expected/actual grade information
    - b. Cynthia Rostankowski: update student level, course choice
    - c. Shailaja Ventkatsubrama: update paper courses/online courses
    - d. Mary Currin-Percival: finish race/ethnicity, update demographics, how faculty perceive evaluations/how students perceive evaluations.
  - 3. Regarding Table of Contents, additions? Removals?
    - a. Additions: “Demographic Factors” then “Perceptions of Evaluations and how they are used” – before “References”
  - 4. “Undue influence” questions are regularly misinterpreted – questions 16, 19.

**Next Meeting**

**16 March, 2018 at 1:00-3:00 p.m.**

Respectfully submitted,  
Cynthia Rostankowski

## **Student Evaluation Review Board Meeting**

**11:00 AM March 23, 2018 Sweeney Hall (SH) 212**

**Meeting Started:** 11:00 AM **Meeting Ended:** 12:00 PM

**Approval of Previous Minutes:** March 24th, 2017

– 6 Approved; 1 Abstention

**Attending:** Emily Slusser (Chair); Bee Leng Lee; Shai Venkatsubramanyan; Mary Currin-Percival; Cynthia Rostankowski; Harjeen Ghallon;

### **Announcements/Reminders:**

- Some members' tenure on the committee is expiring. Replacements have to be found

### **Discussion/Action Items**

#### **1. Updates:**

Emily's summary of Presentation to senate

- a. Bars have to be added in the visualization of scores. Also, columns for department and college norms have to be added into the tables
- b. GPA of people who submitted evaluation and those who did not submit it
- c. Report of how many students have submitted the evals – helpful for faculty to encourage students to submit SOTEs
- d. No difference in responses from students – 73.5% in 2016 and 76.8% in 2017. Steps have to be taken to increase response rate. Harjeen suggested putting a link to the evaluations on the Canvas dashboard. Emily will contact Jennifer Redd about this.

#### **2. Task Group Updates:**

#### **3. Plans for Next Year:**

### **Remaining Meetings for Spring 2018**

Dates: April 27 and May 11 (10 AM both days)

Proposed agenda:

# Student Evaluation Review Board Meeting Minutes

April 27, 2018 10:00am (SH) 332

**Minutes:** Harjeen Ghallon

**Approval of Previous Minutes:** Approved (*unanimous*)

**Attending:** Emily Slusser (chair), Bee Leng Lee, Stuart Ho, Cynthia Rostankowski, Mary Currin-Percival, Harjeen Ghallon

## Announcements/Reminders

- Voted for Emily Slusser to serve as Chair for SERB 2018-2019 (*unanimous*)

## Discussion/Action Items

### 1. Task Group Updates:

- SOTE Interpretation Guide Revisions:
  - o Analysis of quantitative SOTE sections: *Emily, Bee Leng, Stuart Ho*
  - o Administration section: *Cynthia Rostankowski, Mary Currin-Percival, Harjeen Ghallon*
    - Update research on online evaluation versus paper evaluation
    - Gender section is being updated by *Mary Currin-Percival*

### 2. Upcoming:

- Make SOTE Interpretation Guide Revisions as an ongoing criterion for SERB members
- Doodle pool for next year's 2018-2019 SERB meeting time will be sent out

## Next Meeting

Date: May 11, 2018 at 10:00am

Minutes: Bee Leng Lee

Proposed agenda: Interpretation Guide, Wrapping Up 2017-2018, Plans for 2018-2019

# Student Evaluation Review Board Meeting Minutes

May 11, 2018 10:00am Location SH 212

**Meeting Start:** 10:15am **Meeting End:** 11:30am

**Attending:** Stuart Ho, Emily Slusser, Gigi Smith, Magdalini Eirinaki, Shai Venkatsubramanyan, Cynthia Rostankowski, Bee Leng Lee

**Approval of Previous Minutes (4.27.18):** *unanimous with 1 abstention*

## Announcements/Reminders

- AY 18 SERB meeting will take place on Fridays at 12:00pm (2<sup>nd</sup> Friday of the month)
- Reminder that important SERB documents have been compiled in folder and are also posted on Google Drive.

## Discussion/Action Items

### 1. Updates:

- SOTE/SOLATE window is open until May 14<sup>th</sup>. Everything going smoothly with CoursEval.
- Discussed items to be included in SERB Year End Report.
- Will need a student representative for AY 18.
- Discussed faculty concern about eligibility to evaluate courses if student has committed academic integrity violation. Decision to discuss eligibility requirements AY18.
- Discussed faculty peer review process (how it can complement SOTES).

### 2. Ongoing Activities:

- SOTE Interpretation Guide Revisions: Updates and plans moving forward.
  - o Citations and sources: *Mary, Gigi, Shai, and Cynthia*
  - o Quantitative SOTE responses: *Emily, Bee Leng, and Magda*
  - o Quick Guide: *Emily will write up ideas from group discussion.*

### 3. Upcoming (next year):

- Academic paper on the utility of SOTE reporting – group will meet again on June 4<sup>th</sup> at 1:00pm.
- Discuss need to develop college/discipline specific evaluations (including coaches).
- Student guide or FAQ on SOTE policy, use, and constructive feedback.
- Review student evaluation questions from other universities.

## Next Meeting

Date: TBD  
Minutes: TBD  
Proposed agenda: TBD

**Minutes submitted by Emily Slusser**