

EvaluationKIT Steering Committee

Wednesday, May 6, 2015

Meeting Agenda

1. Review spring 2015 roll-out issues
 - a. Login/authentication issues
 - b. Late student drops – policy issue (Banner import date)
 - c. Bounced emails
 - d. Manual admin/chair account creation
 - e. Cross-listed courses – policy issue (course roll-ups)
 - f. Banner import issues
 - g. Communication/coordination with department admins and chairs – policy issue (various dates)
 - h. Others?
2. Response rates
 - a. Spring 2015 response rates
 - b. Related [web site materials](#)
 - c. What to do differently for summer/fall?
 - d. Other?
3. Policy issues
 - a. Standard dates for course lists, survey question updates, Banner extract/import, survey open/close, report release to faculty, ...
 - b. Course roll-ups – ITV, X-list, low-enrollment, ...
 - c. Measuring project performance – Original plan used help ticket classes/counts. Is that doable? If not, what do we do instead?
 - d. Distributed administration – Policy for school and departmental admins – what can they do and can't do? Separate instances with complete local control?
 - e. Report access – by whom and when?
 - f. Transition from project to production – When? Does steering committee continue? Until when? Who leads after steering committee dissolves?