

EvaluationKIT Steering Committee

Wednesday, January 21, 2015

Attendees

David Sanchez (IT), Aaron Baca (IT) Charles Fleddermann (Engineering), Marcos Abeyta (IT), Kevin Comerford (Library), Paige Briggs (IT), Karen Gardner (A&S), DeeDee Lopez (A&S), Amanda Cowan (Chemistry), Jessa Zenor-McKelvey (Chemistry), Deborah Fort (Faculty Senate Teaching Enhancement Committee), Aeron Hayne (Center for teaching Excellence)

Meeting Agenda and Minutes

1. Quick project status update – 11:00-11:10
 - a. Fall pilot hard knocks lessons – data quality !!
 - i. Worked over break with IT to regularize Banner dump and preprocessing procedures
 - ii. We'll initiate more timely and regular contact with departmental admins in spring to address this issue before survey projects are defined/released
 - b. [Response rates](#)
 - c. Survey to investigate response rate causal factors
 - d. Other post-mortem steps needed? - No
2. Select spring participants – Fall participants plus – 11:10-11:15
 - a. Engineering - Yes
 - b. Art & Science – Yes, though not yet clear which departments
 - c. Education (3 departments only) - Yes
 - d. Others? - No
3. Key questions to enable spring planning and administration to move forward 11:15-11:25
 - a. Should mid-course evaluations be offered to fall pilot participants? - Yes
 - b. Enable faculty custom questions for fall pilot participants? – Reconsider at next meeting
 - c. Will we restrict survey deployment options to a few standard templates to simplify administration? – Reconsider at next meeting
 - d. Others? - No
4. Policy issues and UNM-wide questions 11:25-11:40
 - a. Faculty Senate Teaching Enhancement Committee (TEC) has agreed to work on questions. – To be discussed at TEC meeting on Jan 23
 - b. Will TEC also work on policy issues? If not, who will? – To be discussed at TEC meeting on Jan 23
 - i. Survey content requirements
 1. Will UNM adopt a set of standard questions included in all surveys? If so, what are they?

2. Will UNM populate an institutional question bank from which questions can be chosen and/or enable schools, departments, and instructors to create their own?
 - ii. Confidentiality of (access to) survey respondents
 1. Is existing language too weak, about right, not strong enough?
 - 2. Who gets to see what data/reports and under what conditions?**
 3. Do students or the public get to see any of it?
 - iii. Administration
 1. How will control over survey content and administration be distributed among academic affairs, schools & departments, faculty, central IT services? - **Is this a Faculty Senate issue?**
 - iv. Tool specificity
 1. Should use of a UNM-approved tool be required?
 - v. Other questions?
 - c. Can this work be completed in time for spring end-of-semester evaluations (approx. April 10)? If not, what's Plan B? – Revisit at next meeting
5. Marketing plan review – 11:40-11:50
- a. [Current web site](#)
 - b. Web site update plans
 - i. Create a shorter link (redirection) for the authenticated access (will redirect to <https://unm.evaluationkit.com/MyEval/LoginCAS.aspx?id=c0FiNz4YFG9WYkjrugsuA%3d%3d>)
 - ii. Put the above link in a VERY obvious place on the main page (e.g., as a BIG BUTTON).
 - iii. Split content for different audiences – department chairs/admins, faculty, students
 - iv. Improve on FAQ model (e.g., add additional content types, group large FAQ sets into meaningful subsets, ...)
 - v. Add training material links – Vendor-supplied content for now, UNM –supplied later
 - vi. Others?
 - vii. Do this by Feb 9 or 10
 - c. Flyer for posting in faculty mailrooms and similar places – targeted for Feb 9/10
 - d. Other? – Targeted communication to department chairs in advance of February 10 – Steve/Aaron will handle next week.
6. UCAMM names – 11:50-11:55
- ProfessorRate – No due to likely faculty resistance
 - Grade Your Prof. – No due to likely faculty resistance
 - Prof.Eval – No due to likely faculty resistance
 - Course Eval - Possible
 - Lobo Grade – No, too vague

- Also EvaluationKit and CourseFeedback – Steve will run by UCAMM before next meeting

TIME PERMITTING: - didn't get to these

1. IDEA sunset
2. F2F training
 - May-June?
 - Department Admins, Chairs, Faculty