

**Minutes of the University Council on Teaching**  
**Tuesday, September 22, 2020**  
12:30-1:45, on Zoom

Attendees: Kathleen Bailey, Shaylonda Barton, Jessica Black, Bob Bloom, Sarah Castricum, Jeff Cohen, Dan Daley, Julia Devoy, Stacy Grooters, Kristin Heyer, Jackie Lerner, Sylvia Sellers-Garcia, Billy Soo, Patricia Tabloski, Danielle Taghian,

The agenda of the September 22 meeting was the Mid-Semester Feedback questionnaire and follow-up, and future projects for the UCT to consider

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### **Mid-Semester Feedback Survey**

On September 16 all faculty received an email with a link to opt in to the mid-semester feedback survey. Participation is voluntary, student responses are anonymous and are viewable only by the instructor. The objective of the survey is to provide instructors with student feedback in time to make adjustments to the course, if deemed by the instructor to be appropriate and feasible.

The survey will be open to students to complete from October 5-11, 2020. In addition to two set questions, faculty may add up to three customized questions. The deadline to opt in is October 1. Survey results will be available to faculty the following week.

As of September 22, 354 of 2844 courses (12%) have been opted in to the survey. 43% of those opting in have completed customization tasks, 10% are in progress, and 46% have not been completed.

An email reminder is scheduled for September 28<sup>th</sup>. Department chairs will be reminded to announce the survey to their faculty.

### **Course Evaluations**

The committee discussed the value of conducting a special survey in late October to gather data on fall courses. The information that is gathered could give a good comparison of online, in person, and a variety of other course formats, as well as provide cross-sectional data for some courses.

Rather than add questions to the end of semester course evaluations, the committee decided to send out a special survey to both faculty and students by the end of October with the objective of gathering information in time to be useful for the spring semester. The Stacy Grooters and Sarah Castricum underlined the importance of getting the data in a timely fashion for the CTE to make effective recommendations.

The committee agreed that the survey should contain 5-10 questions. Billy Soo will check to see

if Institutional Research & Planning could administer the survey. A subcommittee of the UCT will develop the survey questions.

#### Future UCT Projects

Committee members agreed that students' well-being during Covid is a critical topic, and dovetails with student formation. The coming weeks and months will be a good time to take the pulse of both undergraduate and graduate students. The UCT will work on designing a project to check in with students at the next meeting.

Next Meeting Tuesday, October 20 at 12:30