

## **Evaluation of Teaching (EoT) Meeting Minutes**

**Friday, January 20th, 2016: 9:30-11:00 a.m.**

Clark Hall #405 OFD Conference Room, 4<sup>th</sup> Floor

Members present: Valerie Wust (chair), Nolan Watts, James Mickle, Kate Annett- Hitchcock, Maria Gillardo Williams, Jason Delborne, Hernan Merchant, Lisa Thompson

Members not present: Beth Fath, Paul Umbach, Mahita Ngabhiru, Xiaojing Hou, Sarah Coffee, Anna Howard, Neal Parker, Andrea DeSantis, Whitney Jones

Ex-Officio Members Present: Erin Robinson, Doug James, Barbara Kirby, Mike Carter

Ex-Officio Members not present: Katharine Stewart, Diane Chapman, Grae Desmond

Agenda:

Call to order: 9:34 am

### **1. Further Input Needed: ClassEval Report for NC State Teaching Awards**

- a) Katharine Stewart asked that we hold off on this; two other award committees meet next week, so they will solicit input from those committees and then discuss again later. Once they determine by consensus what the committees are looking for, they will ask Grae to build the report structure.
- b) What are they looking at? Committees tend to be looking specifically at “Is the instructor an effective teacher”, but many applicants include the entire report generated for tenure-- this can lead to huge portfolios. The goal of this action is to determine what data committees are using/ find most helpful in making their decisions. Barbara Kirby noted that instructor ratings will make it clear if applicants are ‘cherry picking’ evaluation comments. Summary of teaching should pull the most recent 5 years. The issue at hand is that with appendixes, the portfolios have the potential to be up to 80 pages. Although some awards have a page limit, many don’t-- this report theoretically makes it easier for applicants and for the committee.

### **1. Foreign Faculty Teaching Study Abroad (SA) Courses (Barbara Kirby)**

- a) Office of International Affairs and David Dixon are involved in a discussion regarding how to credential international faculty who are teaching NC State courses. They have appointed a task force to look into the challenges related to faculty hiring, taxation and other issues. Dr. Kirby notes that if program directors/NC State departments follow campus procedure for hiring people (assure that people have appropriate degree in the area that they are teaching, or other terminal degree), there would be no problem. This could be accomplished through hiring those faculty members for zero salary, but have a mechanism for actually paying those faculty (ex: Prague Institute). Work with HR to get them into our system, whether you pay them or not. To be in the ClassEval, they need to be recognized as a faculty of record-- (with that will come email, Moodle access, student information) and the ability to get ClassEval reports. When department vets the person, they need transcripts and CVs. No one in study abroad office lists themselves as the instructor of record, but sometimes the program coordinator is listed as the instructor of record. That would put false data in the personnel records of the program coordinator. This is a critical

part of our SACS accreditation-- they were really paying attention to this last time. Prague Institute is changing hands to be run by Study Abroad-- there was an issue a few years ago where there was a legal issue; at that time, there were only a few members who were from Prague, largely the faculty were NC State faculty. Now things are shifting more to having more folks from Prague teach. CoT has more students who study abroad than any other college, so CoT has a vested interest in the outcome of this conversation. Do all classes taught abroad go through the study abroad office? Are there other places on campus that don't go through the study abroad office? Ingrid Schmidt would say that they should-- but some departments do still have other arrangements. Consortium, international degree programs- consortium of international faculty who teach. A few colleges have a process-- try to find out who is having problems with program directors being responsible-- connect them to the study abroad office. We need to confirm that Study Abroad office requires ClassEval for courses, and check to see if there are records of other arrangements within departments across the university. If they need an example, PCOM reviews all international faculty who teach for them.

## **2. Update on Additional ClassEval Questions on Student Learning Experience**

### **a. Student Government Request: Prong 1**

- i. Provost Academic Policy meeting on 1/17--** (Attended by Valerie Wust and Nolan Watts) The group were not very receptive, not even to the foundation of the idea, they were fundamentally against, not just the specific wording. There for 75 min-- lots of conversation and push back. Dead in the water. Realized that there is so much misinformation about ClassEval; they don't understand how people access them-- don't know what qualifies as an incentive. It's time to send a reminder-- with basic description and share best practices. Completion rates are low-- help other faculty get valid and reliable data. Have faculty require that students bring device. Change the email reminder frequency, push to have a given date (2 days ahead of planned e-mail push) when faculty might do them in their classes. Then if students complete them, they will never get reminder e-mails. Suggestions that faculty build the 15 minutes into class in addition to mentioning it within the syllabus. If they don't allow electronics in their class-- would that be a problem. Way to avoid reminders-- complete by this date; give them a 3-day compliance window. Could we make it an infographic-- more unique; compel people to look at information. Should we tweet it out? Have advisors send something out at the beginning of the compliance window? Nolan was surprised that the faculty on that committee don't seem bothered by the fact that students are using RateMyProfessor.com to make choices.
- ii. Prong ii-** compulsory course detail sheet (DELTA)-- went to UCCC Li Marcus is Director of Office of Curriculum and Instruction. Peter Hessling CoEd, Peter Harper (Student Body Treasurer) are the co-chairs of the subcommittee. Recommendation will be made soon to the larger body of UCCC, and if so it will be posted on their site. Talked to DELTA, there is cost associated-- they also wanted to have this housed in CIM (course information management system). Not a focus on course detail sheet. DELTA course detail sheet is focused more on computer strength, seat capacity, etc. Subcommittee was charged with examining what options might be available to make course information available to students.

Electronic systems that we could use-- departments are being asked how they collect the syllabi in their unit. Required to have a copy of the syllabus for each course they offer. DELTA developed the syllabus tool, major revisions could allow for information to be populated from SIS to CIM and make some sort of abbreviated syllabus available to students. Connect it to the course catalog? SACS will visit for reaccreditation in 2 years and we will need to have a repository of up to date syllabi. Doug James-- it seems that this request is beyond the scope of the EOT committee-- perhaps Student Senate should connect with UCCC?

### **3. By February 3rd, we need a new chair for 2017-2018**

Valerie Wust is willing to continue for a second year. Is anyone else interested in the position? No Valerie is the only candidate-- unanimously supported by the voting committee members.

### **4. NTT Peer Teaching Reviews (REG 05.20.10 Evaluation of Teaching)**

- a. A larger focus on NTT faculty this time.
- b. Anna Howard-- need to be careful with the verbs that we use-- consider the use of verbs Must vs. May vs. Shall. Need to use strong verbs as teaching faculty need to be evaluated on their teaching consistently.
- c. Update wording on frequency of review of ClassEval core questions based on clarification from Provost
- d. Sections of particular interest: 3.3; 3.3.4; 3.4; 4.2 Peer Evaluation Instrument;
  - i. Delete the first sentence (wishy-washy) and leave the second and third? Academic departments may establish rules and schedules, but shall not establish rules which require fewer or less than... The schedule outlined above is a guideline, you may include more frequent reviews. In 3.2 faculty must explain how course eval is used in their course. Should we include in 3.2 course evaluations (ClassEval). Align 3.3.1, 3.3.2, 3.3.3 and how they parallel to the tenure track faculty. We need a guideline for faculty below a .75 FTE! Leave that to departments if you are consistently asking the same adjunct faculty to teach a course, departments should probably review them-- but we won't require it.

### **5. Procedures for Peer Evaluation; OFD Peer Review of Teaching-- postponed due to time**

<https://ofd.ncsu.edu/teaching-learning/peer-review-of-teaching/>

**Adjourn:** 10:54 am

**Next meeting:** Friday February 17<sup>th</sup> from 9:30-11 a.m. in Clark Hall, Room 405, OFD Conference Room, 4<sup>th</sup> Floor