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

**Friday, December 9th, 2016: 9:00-10:30 a.m.**

Clark Hall #405 OFD Conference Room, 4th Floor

Members present: Valerie Wust (chair), Nolan Watts, Whitney Jones, James Mickle, Kate Annette- Hitchcock, Andrea DeSantis, Neal Parker, Anna Howard, Andrea DeSantis

Members not present: Jason Delbourne, Beth Fath, Hernan Merchant, Lisa Thompson, Paul Umbach, Mahita Ngabhiru, Xiaojing Hou, Sarah Coffee, Maria Gillardo Williams

Ex-Officio Members Present: Erin Robinson, Doug James, Barbara Kirby, Grae Desmond

Ex-Officio Members not present: Katharine Stewart, Diane Chapman, Mike Carter

Agenda:

Call to order: 9:00 am

1. **Spring 2017 EoT Meeting Schedule**

9:30-11 am on the 3rd Friday of each month in Clark# 405

1. **EoT Committee Member Feedback on Comment Selection Tool for RPT**

Comments on the tool-- Kate broke it… :-) How many people got inappropriate comments? Not so many-- irrelevant comments though. Wasn’t as ‘clunky’ this time. Did multiple runs-- Valerie ran a 3-year period-- 3 semesters of the same course, one of a different course. Pseudo random-- structured sampling? Upper limit that could come from a specific course? Beth ran 5-year window with 5 classes-- only representative of 2 semesters of teaching within that 5 year window. What is more important-- all 5 classes or all 5 years? Exclusion algorithm-- if long window then time coverage is important, shorter window, class coverage is important. Grae will create it; should be able to launch this Spring so Katharine can share with RPT candidates. Will put in a ‘learn more’ with information on the algorithm for interested parties. Fix for cheating-- Grae will save the runs, so if someone handed it in and there was a question about validity, he could produce their run.

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

Implications for ClassEval and SACS -- get a CV, put in HR as no pay and then have them as Classroom instructor. SACS could get thorny. List the director of the program as Instructor of Record, but then list the foreign instructor as classroom instructor. Institutions in foreign countries don’t always have evaluations in place for classroom instruction. Study abroad questions might overlap with core ClassEval questions. SA is working on eliminating redundancies in eval questions. SA very worried about getting us in trouble with SACS. Concern from departments-- students say “I didn’t have this instructor, why am I evaluating him/her?” User error in assigning roles. Tabled this item as Barbara needs some information and will discuss with Duane Larrick. Ask HR about getting foreign instructors listed as no pay.

1. **Request for ClassEval Report for NC State Teaching Awards**

In reference to Board of Governor and other teaching awards. Interested in question ‘Overall the instructor was an effective teacher’. Applicants are pulling the past two to three years and pull Question 8 and then they could cut and paste it into their dossier. Would be reported in conjunction with the departmental averages. The committee really largely looks at question 8-- could they just pull the RPT print out? Applications are roughly 50 pages long for BOG Teaching Award. Maybe have it report # 11 as well (‘Overall this was an effective course’). Grae can create something like the existing ClassEval display for RPT. Could possibly also work well for annual report-- could we produce all the data in a graphic way? Effective course doesn’t work as well for large courses with many sections, so don’t include that one. Valerie will ask the other committees that she serves on which questions they prefer to use in evaluation of awards candidates. Grae could do a flexible format-- which questions do committees want to include?

1. **Request for Additional ClassEval Window for 1& 2 credit Courses in Poole College of Management**

Steve Allen in PCOM approached the EoT committee about their MBA program where they have 1-2 credit courses. These don’t match up with tradition ‘session codes’. Study abroad courses also don’t match up with session codes. N.B. - Response rates-- 8 week sessions are evaluated when finished—response rates decreased from when they were evaluated at the end of the semester. Steven Allen proposed one ClassEval window at 5 weeks in, one at 10 weeks in. Need session codes that tag the sessions at week 5 and week 10. Push five days back from the final exams. PCOM needs to contact R&R about the session codes in SIS (not sure if that’s the right person)-- scheduling can also be done with the Calendaring Committee. Fit it into the closest session term that we have. Start and end date in SIS is not always entered, so session codes are the best way for Grae to determine ClassEval windows (start and end date is not reliable). Instructors won’t have access to what the students said in ClassEval until after grades are turned in-- reports won’t generate until after the grades are turned in and locked. No chance of evals negatively impacting course grades.

1. **Request for “Thank A Teacher” link on ClassEval**

A large college is not able to share the *Thank a Teacher* program. Suggestion to add an optional link to the end of the ClassEval. EoT committee decided that this is not the appropriate venue. Suggestions to put it in MyPack or Moodle. Student Body President to announce it in the HOWL? Could Registration & Records send an announcement to the student body?

1. **NTT Peer Teaching Reviews (Reg 05.20.10 Evaluation of Teaching)**
	1. Revisit verbs in regulation: must vs. may vs. shall
	2. Update wording on frequency of review of ClassEval core questions based on clarification from Provost
	3. Sections of particular interest: 3.3; 3.3.4; 3.4; 4.2 Peer Evaluation Instrument; 6. Procedures for Peer Evaluation; OFD Peer Review of Teaching <https://ofd.ncsu.edu/teaching-learning/peer-review-of-teaching/>

Adjourn: 10:05 am due to length of regulation discussion, it will be postponed to January

**Next meeting:** Friday January 20th from 9:30-11 a.m. in Clark Hall, Room 405, OFD Conference Room, 4th Floor