

ANNUAL REPORT

University Standing Committee Evaluation of Teaching

Academic Year Covered by Report **2016-17**

Date Report Submitted

Report Submitted by **Dr. Valerie Wust**

Number of times committee met **8**

RECOMMENDATIONS

RECOMMENDATIONS FOR THE 2017-18 EOT COMMITTEE:

1. Forward proposed changes to Regulation 05.20.10 to the Faculty Senate Executive Committee for review and/or approval.
2. Make *Comment Selection Tool* available to faculty in MyPack and on the 'Build Your Dossier' page of the RPT instructions. Prepare questions for *Qualtrics* survey to elicit feedback from faculty on its utility over 2 RPT cycles (2017-18; 2018-2019). Apply for IRB exemption.
3. Further educate teaching faculty on *ClassEval* using the ClassEval FAQ sheet and 'best practices' infograph.
4. Work with Dr. Kenneth Royal from the College of Veterinary Medicine to develop an online calculator and infograph to help faculty to interpret *ClassEval* results appropriately and responsibly using his revised margin-of-error formula.

SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE

Below is a summary of topics the committee discussed and any actions taken. The word (new) denotes any new issues brought to the committee in the 2016-17 academic year.

Student Government Request: During the 2015-16 academic year, student government approached the committee requesting a means of collecting and disseminating more specific information about courses/professors to help students judiciously select the courses in which they enroll. A 2-pronged approach was suggested: 1) creating a course detail sheet for undergraduate courses and 2) additional ClassEval questions about the 'student experience' that would not be linked to instructors' personnel records. Prong 1 is currently being addressed by a subcommittee of UCCC which includes Li Marcus, Peter Hessling and Peter Harper. Recommendations will be made to UCCC as a whole and posted on their site. With regards to Prong 2, EoT Chair Valerie Wust and student representative Nolan Watts met with the Provost Academic Policy Committee on 1/17. It was determined that additional ClassEval questions are not a viable option and that this avenue will not be pursued further.

Foreign Faculty Teaching Study Abroad (SA) Courses: The SCRT (Substantive Change Review Team) and David Dixon (Office of International Affairs Program Coordinator) are in the process of determining how to include foreign instructors

responsible for NC State courses in the HR system and how to list them as Instructor of Record for the purpose of ClassEval and SACS accreditation.

Comment Selection Tool for Open-Ended ClassEval Questions in RPT Dossiers:

The *Comment Selection Tool* was officially named and underwent further refinements after additional testing and feedback from EoT committee members. In preparation for release to faculty with teaching responsibilities, boilerplate language was written for inclusion in the RPT dossiers of candidates who choose to use the tool. An explanation of the delimitations of the tool was written. Tool now automatically locks after being run a maximum of three times by a faculty member. The open-ended comments report generated by this tool was made available in Excel, PDF and MS Word.

(new) Faculty Member Request for Access to ClassEval Data for Research: A faculty member requested access to aggregated ClassEval data. At the time, OIRP website implied that aggregate ClassEval data could be compiled for faculty upon request. Wording on OIRP website was changed as no aggregate data can be released for legal reasons because the state of North Carolina ties ClassEval data to faculty personnel records.

(new) Request for ‘Thank a Teacher’ Link on ClassEval Survey: Committee decided ClassEval is not appropriate venue for this information. Request made to student body president to announce it in the *Howl* instead.

(new) Request for Additional ClassEval Window for 1 & 2 Credit Courses in Poole College of Management: Committee determined that 1* and 2* courses in the MBA program in PCOM can be evaluated in ClassEval at Week 5 and Week 10 of the semester, as a function of credit hours. Steve Allen (PCom) is to arrange for session codes from R&R for SIS. Grae Desmond will then set special ClassEval windows for these courses.

(new) Specific ClassEval Report for NC State Teaching Awards: There was no firm consensus among members of university-wide NC State Teaching Award Selection Committee members as to whether all questions from the ClassEval report should be considered in award decisions or whether only specific questions about teaching effectiveness should be considered. The EoT committee decided not to ask Grae Desmond to build a specific ClassEval report configuration for teaching award dossiers at this time.

(new) Courses Being Taught Together but Listed Separately in R&R: It was brought to the attention of the EoT that some students are not able to complete ClassEvals in dual- or cross-listed courses. Even though students are in the same room, at the same time, with the same instructor, enrollments are not combined and *N* is not sufficient for ClassEval inclusion. Nancy Floyd and Li Marcus attended the 01/20/2017 EoT Meeting and agreed to look into this issue. Li Marcus (personal communication) has confirmed that the issue of dual- and cross-listed courses will be addressed in upcoming training for scheduling officers at NC State using ‘doublebook’ and ‘sessions in conflict’ tools. This should help

ensure that the maximum number of students are able to evaluate courses/instructors in ClassEval in the future.

(new) Clearer Timeline for ClassEval Question Review Cycle: Katharine Stewart met with the Provost who agreed to delay the ClassEval question review window such that reviews are conducted three years after changes to the instrument are made by the EoT committee. In cases where no changes are made, the same three-year implementation before review is to occur. EoT regulation wording has been updated to reflect this change (4.1.1.2; 4.1.2.3).

(new) REG 05.20.10 revisions: The majority of EoT meeting time during the 2016-17 academic year was devoted to revising the EoT regulation, with particular attention being paid to the timing and number of reviews for non-tenure track (NTT) faculty. Throughout the regulation, all instances of *must*, *may* and *shall* were revisited and decisions were made as to which actions/steps in the peer review process were obligatory and which ones were optional or strongly recommended. In addition, all instances of peer evaluation/peer evaluator were replaced by peer review/peer reviewer.

In Section 3, review windows were aligned for Assistant, Associate and Full Professors in tenure-track/tenured and non tenure-track positions. Provisions were made for academic departments to establish rules and schedules for peer review provided they were not less frequent than those established by the regulation.

In Section 4, rewording established the need for approval of optional ClassEval questions by the Office of Institutional Research and Planning. Clarifications were made as to the review window for core ClassEval questions by the EoT Committee. It was proposed that 4.2 now be linked to the official *Peer Review Instrument*. In cases where individual departments choose to create their own instrument, it must include general requirements specified in 4.2.2. As the categories to be included in a peer review in the EoT regulation did not match the *Peer Review Instrument*, the two documents were aligned. It was also specified that all peer review instruments must include a section for additional comments or observations by the reviewer(s).

Section 6 on Peer Review of Teaching was essentially rewritten to provide a step-by-step process for peer reviews, specifying both obligatory and strong encouraged steps.

RECOMMENDATION FOR REVISION OF CHARGE AND/OR MEMBERSHIP CONFIGURATION (if applicable) N/A