

Evaluation of Teaching (EoT) Meeting Minutes

Thursday September 21, 2017: 9:00-10:30am

Clark Hall 405 -- Conference Room , 4th floor

Present: Valerie Wust (Chair); Christopher Adin, Jason Delborne, Maria Gallardo-Williams, Anna Howard, Tyler Keel, Srinivasan Krishnamurthy, Hernan Marchant, Jim Mickle, Katharine Stewart, Paul Umbach, Greg Young

Ex-officio Present: Mike Carter; (XONV) Diane Chapman, Grae Desmond, Doug James

Not Present: Whitney Jones, Erin Robinson

Students: Stephen McKinney, Justin Travis, Dami Fasina, Amy Clemmons, Brenden Drumm, Katie Valker

AGENDA

1. Review, Amend and Approve Proposed Revisions to EoT Regulation (05.20.10)
 - Proposed revisions recognize CVM assessment instruments and procedures as being in compliance with Regulation 05.20.10
 - Revisions proposed for 3.1; 4.1.1.1; 4.1.2.2; 4.2; 5.1; 7.5; 8.2
 - New section proposed: 3.6
 - Add hyperlink to CVM's Academic Support Unit at the top of regulation (www.cvm.ncsu.edu/asu)

Adjourn 10:05 a.m.

Next meeting: Thursday October 19, 2017; 9:00-10:30a.m.; Clark Hall 405 Conf. Room

Call to Order:

Valerie Wust called the meeting to order at 9:05 a.m. and welcomed members.

1. Discussion of 2017-18 Teaching Award Committee Needs

Judy Austin, Faculty Awards Coordinator in the Office of Faculty Development, contacted Valerie Wust /EoT Committee to solicit volunteers to serve on university teaching award committees in 2017-18. This Fall, Review Committees must be formed to serve on at least four separate Teaching Award Committees:

- Board of Governors Award for Excellence in Teaching
 - Outstanding Teacher Award
 - Alumni Distinguished Undergraduate Professor Award
 - Gertrude Cox Award for Innovative Excellence in Teaching and Learning with Technology
- a. Valerie will serve on the Board of Governors committee. The Outstanding Teacher Awards will begin review in Jan. 2018. Tyler Keel (undergraduate student) agreed to

serve on the Committee. Anna Howard (Engineering), as a former recipient, volunteered to serve on the Gertrude Cox Award Committee to meet mid-February. Christopher Adin (CVM) will consider if he is able to volunteer in light of other Vet School commitments. Valerie Wust will pass names to Judy Austin in OFD.

2. Overview of CVM Evaluation of Teaching and Peer Review of Teaching

a. CVM Evaluation of Teaching

Prior to reviewing the EoT regulation, Valerie Wust shared an overview of how the College of Veterinary Medicine (CVM) handles student evaluations of teaching and peer review of teaching. As noted in the Aug. 24 EoT Minutes, teaching at CVM is reviewed rigorously to adhere to Vet School accreditation standards; however, the process differs from typical practices on campus in that they do not use ClassEval. Rather, they use paper Scantron sheets and follow specific practices to collect, analyze, and handle classroom and lab teaching evaluations. Key items of note include:

- CVM received Provost permission when ClassEval was created and launched to use their own instruments for teaching evaluation due to their specific needs for accreditation as a Vet school and their unique clinical teaching practices that include lectures, small group facilitations, online courses, and lab settings.
- Evaluation of Teaching is administered using Scantron sheets via CVM's Academic Support staff, with detailed information at <https://cvm.ncsu.edu/asu/>
- Often a course coordinator will administer midterm and end-of course evaluations but they do not follow the same schedule as main campus. Midterm evaluations focus on the course organization, pace, and if students know how well they are doing in course
- Many courses have multiple instructors, such as a surgery course with 15 lecturers, 30 laboratories and other Vet instructors
- Teaching formats include lecture settings, online courses or units, clinical labs, clinicals, rotations and other course formats
- CVM evaluations assess similar elements of teaching as main campus: Course specific learning outcomes, instructor's knowledge, course materials, course effectiveness, and open-ended section for comments on areas for improvement, materials used, course content and delivery, responsiveness to student needs, and teacher effectiveness
- Confidentiality of course evaluation data is maintained and shared after course ends and grades have been assigned

b. CVM Peer Review of Teaching

CVM has an internal Peer Review of Teaching Committee (6 faculty) that meets typical practices at NC State. Key items of note include:

- TT Asst. Profs are reviewed each year; Tenured must have 1-review prior to RPT review; they often reference EOT regulation
- For special areas like clinicals and rotations, additional evaluation instruments are used that include Likert scale items and ask about teaching effectiveness and professionalization
- General discussion to clarify CVM practices, student experiences, and CVM dept. practices; Valerie Wust will share CVM documents she obtained with the EoT Committee for review and comment within one week.

3. Review Reg. 05.20.10 and clarify language in relation to CVM and Agenda items noted

Committee discussed and approved revisions proposed for 3.1; 4.1.1.1; 4.1.2.2; 4.2; 5.1; 7.5; 8.2; also agreed to add a new section proposed as 3.6 to clarify unique CVM practices.

- a. Dr. Stewart reminded the committee of the need to focus on minimum standards of university-wide policies, and not attempt to review, compare, or evaluate the wide range of department and college processes in relation to one another.
- b. EoT Committee discussed Reg. 05.20.10 items noted in Agenda. Edits were made based upon consensus.
- c. Valerie will send revised documents (cleaned version) to EOT Committee for review. She and Doug James (OFD; taking minutes) will update the Reg. 05.20.10 document to show all EoT Committee revisions recommended in 2016-17 to date.
- d. If no further questions are raised, Dr. Stewart could submit a proposed recommendation to the Faculty Senate Executive Committee for review within two weeks.

Adjourn: 10:05a.m.

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