NC STATE   Evaluation of Teaching Committee Minutes / via Zoom

https://ncsu.zoom.us/j/99720515459?pwd=YTZEWjJSNE1uN2pnN2kxSWVjVWV1dz09

Date	11/20/2023 Time: 10:00 am - 11:00 am					
Invitees / Attendance	P	April Fogleman	P	Chris Hayes	A	Pierre Gremaud
	P	Alice Lee	P	Julia Janson	A	Leila Hajibabai
	P	Whitney Jones	A	Melissa Srougi	A	Jackie Bruce
	P	Grae Desmond	A	Holly Hurlburt	A	Jason Swarts
	P	Diane Chapman	A	Parker Neal		
	P	Florence Martin	A	Carla Delcambre		
Action Items from last meeting	The Meeting was called to order in Zoom at 10:02 a.m. . 1. It was advised that the meeting would be recorded for use in capturing the Minutes and the recording would not be shared publicly. 2. There were no meeting minutes to vote on for the month of October since the committee went into sub-groups in the last meeting. 3. Dr. Diane Chapman will meet with Dr. Katharine Stewart to give any updates concerning the recommendations that the committee made from the Annual Report 2022-2023.					

Updates/Action Items for December

- There will be no committee meeting for the month of December.
- Any updates for the month of December can be communicated to Dr. Fogleman and Dr. Bruce via email.

Discussions among Sub-groups

- The following subgroups met during the committee meeting:
  - **Evidence Based Best Practice/Peer Institutions Group:** By March 2024, this group will create a literature review of evidence based best practice literature and will have created a synthesis of practices for the NCSU identified peer institutions in order to provide a working set of recommendations for future practice here at NCSU. Group members are:
    - Alice Lee
    - Florence Martin

- ■ Whitney Jones
- ■ April Fogleman
- ■ Carla Delcambre
  - ● Are we going to look at best practices from research? In the event that our peer institutions are not doing a great job, how would that be considered as best practices?
    - ○ A suggestion was made to revise the text; from stating: The committee's goal is to find evidence based best practices to the committee's goal is to **identify** evidence based best practices.
- ○ **Student Group:** By March 2024, this group will have developed a focus group protocol(s) and deployed that protocol with a group of undergraduate and graduate students; synthesize the results, and create a set of recommendations based on those results. Group members are:
  - ■ Chris Hayes
  - ■ Jason Swarts
  - ■ Neal Parker
  - ■ Melissa Srougi
  - ■ Julia Janson
- ○ The committee broke out into breakout focus groups during the meeting.
  - ■ Room 1 - Evidence Based Best Practice/Peer Institutions Group
  - ■ Room 2 - Student Group.
    - ● The subgroups will work together for 30 minutes and then reconvene to discuss what occurred in the breakout groups.
  - ■ The subgroups came back together and gave the following reports:
    - ● Student Group - developed a timeline with one of the biggest priorities of working with students and survey groups.
      - ○ At the previous meeting, it was decided that the group would run ideas through IRB (Institutional Review Board). The Student Group is allotting a month for the process.
      - ○ Chris Hayes and Julia Janson will reach out to the rest of the subcommittee to give updates on what was discussed and to see how to move forward in the process.
    - ● Evidence Based Best Practice/Peer Institutions Group came up with questions that they would like to ask the different peer institutions.
      - ○ They will be looking on different peer institutions websites and/or contacting their offices of faculty development.
    - ● The Evidence Based Best Practice/Peer Institutions Group will also look through peer review literature to pick out evidence based practices from the literature and create a spreadsheet to see if the peer institutions actually follow these evidence based best practices.

- The following questions were created to ask the different peer institutions: Characteristics of course evaluation: (starting with the design, how it's administered, and how the data is used).
    - How to collect data and increase rates?
    - When do they collect evaluation data?
    - Which questions do they ask?
    - How do institutions incentivize evaluations?
    - Is it required or not?
    - How is the data used?
    - Is the data shared with students?
        - It was mentioned that NC State cannot share the data with students because it is considered part of the personnel records and the General Statue states that it cannot go outside of the supervisory chain; it cannot be implemented because of state law.
        - For the incentives - the Regulation currently does not allow for incentives; if that is something that is considered later on, it will require a Regulation change. The same issue applies to the class evaluation before and after the exams.
            - Do the incentives include faculty being unable to provide extra credit as part of the Regulation?
                - Yes, that is included.

Adjourn

The meeting was adjourned at 11:00 a.m.

Next Meeting:

Monday, January 22, 2024, 11:00 a.m. - 12:00 p.m.