

Date	09/25/2023 Time: 11:00 am - 12:00 pm					
Invitees / Attendance	P	April Fogleman	P	Alice Lee	A	Parker Neal
	P	Jackie Bruce	P	Julia Janson	A	Whitney Jones
	P	Carla Delcambre	P	Jason Swarts	A	Pierre Gremaud
	P	Grae Desmond	P	Melissa Srougi	A	Leila Hajibabai
	P	Diane Chapman	P	Holly Hurlburt		
	P	Florence Martin	A	Chris Hayes		
Action Items from last meeting	<p>The Meeting was called to order in Zoom at 11:01 a.m. with a quorum present.</p> <ol style="list-style-type: none"> 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. The August 28, 2023 meeting minutes were approved. Motion to approve by Dr. Jackie Bruce, seconded by Julia Janson. 					

EOT Annual Report 2022-2023

- The committee reviewed the Annual Reports from [2020-2021](#), [2021-2022](#) and [2022-2023](#).
 - An additional link was provided to review previous meeting minutes that the committee has participated in.
 - <https://committees.provost.ncsu.edu/evaluation-teaching/archives/>

Prioritizing Recommendations for 2023

- The committee reviewed the Annual Reports from [2022-2023](#) to discuss prioritizing recommendations for this year.
 - Has any of the recommendations provided in the annual reports been acted upon through the Provosts office?
 - When an annual report is sent to the Provost, the report gets reviewed by the Provost who then determines the decisions he will make or if he will have a committee look into the decision.

- There is a delay this year on reviewing the annual report recommendations from university standing committees.
 - Diane Chapman will provide an update at the next committee meeting.
- **Priority #1** - Develop a list of all the Teaching Awards and provide a calendar at the start of the year to get volunteers to sign up early.
- Sherry Bailey, Internal Faculty Awards Coordinator and Faculty Support Specialist will come and speak with the committee regarding teaching awards on Monday, October 30th.
 - Teaching Awards List has been provided for the committee to review.
https://docs.google.com/document/d/1cUHKT60NGCUP1g_h2yeYsIIP0rg_K0-/edit
 - A link for OFE [University and Internal Faculty Awards Overview and Deadlines](#) was provided for the committee to review.
- **Priority #2** - Vote on a Deputy Chair for this year to serve as Chair for next year.
 - Dr. Jackie Bruce has been nominated and voted in as Deputy Chair for the committee.
- **Priority #3** - Continue the discussion of eliminating the Class Eval in the RPT process to use it for quality improvement and instruction.
- **Priority #4** - Exploring the use of Artificial Intelligence (AI) to help provide immediate feedback and summarize qualitative responses for class evaluation and use this in the improvement process.
 - Dr. Edward Gehringer in Computer Science and ECE came and spoke to the committee last year on this topic; Dr. Gehringer has been doing research on qualitative comments and is looking at developing a Chatbot that instructors can use to feed their qualitative evaluations in and the Chatbot will feed them back in a digestible format.
 - Would this be developed in house for NC State?
 - This would be individual faculty members research projects and subsequent grant applications; this is not something that is being sponsored by the university; nor something that is being sponsored by OFE; this is an individual faculty's members project.
- **Priority #5** - Explore the use of more comprehensive student evaluations through interactive digital platform that encourages students to provide feedback regularly, not just at the end of the semester.
- **Priority #6** - Conduct a student focus group to understand how they view the class evaluation system and to better understand their perspectives on the purpose it serves for them and changing the class evaluation questions proposed by the committee.
- This is what was worked on last year by the committee and proposing changes.
 - Are there any thoughts about what the committee would like to focus on based on the recommendations from the report?
 - Is there a necessity for a subcommittee of this group to look at what is out there in terms of research based best practices around Student Evaluations? Or to look at what some of our peer institutions are doing?
 - It was mentioned that one of the discussions last year was the ability to think about how students understand what instructors are doing to make themselves more available to students whether it's online, zoom calls, or opportunities for discussions outside of the classroom and outside of office hours. Perhaps this will be an interesting discussion to see how the committee can embed how things changed after the pandemic and how instructors are now more accessible and how that affects the students evaluation and the instructors teaching.

- It was mentioned that the questions that are being asked on the student evaluations are not the kinds of questions that students can answer successfully.
- The committee had two core ideas based on their discussions.
 - Researching evidence-based practices.
 - Student focus groups.
 - Does NC State have access to other schools within the UNC Systems evaluation practices across the state of NC?
 - The information would have to be gathered.
 - A link was shared on [Establishing a Student Evaluation of Online Teaching and Learning Framework Through Analysis of Existing Instruments](#)
 - For the two core ideas (Researching Evidence Based Practices & Student Focus Groups) a suggestion was made to create Google forms and have the committee members identify what they would like to work on and create subgroups that can define their scope and timelines.
 - Dr. Fogleman and Dr. Bruce will work on creating the Google form.

Future Discussion

- Do professors get to choose what goes on their reviews or is it at the department level?
 - The faculty member potentially gets to add a couple of questions.
 - The department potentially gets to add a couple of questions and then
 - The college potentially gets to add a couple of questions.
 - There's only a certain amount of questions that can be added.
 - The core questions are the same so there is no deleting or adding questions to them.
 - A suggestion was made for a future discussion topic to consider the teaching evaluations to shape grad students who teach.

Adjourn

The meeting was adjourned at 11:49 a.m.

Next Meeting:

Monday, October 30, 2023, 11:00 a.m. - 12:00 p.m.