

**Kansas State University Faculty Senate**  
**Faculty Affairs Committee**  
**Minutes**  
**April 4, 2017**

**3:45 p.m. – Business Building 2138 (inside 2121)**

Attendance: Charlie Barden, Kristan Corwin, Gayle Doll, Troy Harding, Stephen Kucera, David Lehman, Char Simser, Brian Niehoff (Provost Liaison), Meredith Clark (Student TEVAL rep), Mick Charney (AA Liaison), Bill Hsu.

- ❖ March 7, 2017 Minutes were approved with one correction: Laurel Littrell instead of Laura
- ❖ Old Business
  - Co-chair Barden reported that Handbook Section B and C had been posted.
  - Developing a plan for addressing Student Evaluation of Instruction Issues:
    - We spent the rest of the meeting reviewing the “Proposed Education Program for Faculty and Students on TEVALS” that was developed by Brian Niehoff. Some of that discussion follows in bullet points.
      - Jackie Spears shared with Barden and Lehman prior to the meeting that she was willing to take on some responsibility for writing materials.
      - The committee is hoping to get on the First Tuesday Dean and Department head meeting agenda (likely next fall) to discuss student evaluations/feedback.
      - Senator Corwin asked if general counsel had been asked about potential policy changes regarding student evaluations. Senator Lehman indicated that he had emailed counsel but had not received a response. Stephen Kucera suggested that Office of General Council be invited to attend out meeting. Our questions: who owns the TEVAL? Is there anything that would prevent a policy that all TEVALS must go to department heads?
      - What types of educational materials do we want: Teaching and Learning website, pamphlets or flyers, video for students (Stephen Kucera and Meredith Clark are interested in developing this and will use Jeff Morris as a contact). We asked the students to bring a draft of their proposed video script for our review.
      - TEVAL has been commonly used as the term for student evaluations but is not reflective of the variety of options for feedback. We need to be cautious about this as we develop education.
      - We talked about the different audiences for this education and how messages would have to be crafted to each: Department heads, faculty, students, etc.
      - Some faculty are requesting the algorithm for the TEVAL. Niehoff said that Jana Fallin is working on this.
      - We wondered if there is a way to filter out online vitriolic comments. Rate My Professor filters profanity. Senator Charney reminded us that feedback about teaching typically falls into three categories, irrelevant comments, relevant but non-actionable, relevant but actionable. We need to help students recognize what type of feedback is useful to instructors.
      - We felt strongly that education needs to include statements that no more than 30% of the evaluation of an instructors’ performance be based on student feedback and we listed other forms including: peer evaluations, department head evaluations, portfolios, syllabi and readings lists, creative components, self-evaluations, scholarship of teaching and learning (SOTL), reflections from teaching conferences and workshops, professional teaching awards.
      - Formative vs. summative evaluations. We’d like to know if a mid-term evaluation could count instead of an evaluation at the end of the semester. Some faculty may choose to do both but that might overburden the Teaching and Learning Center and may also increase the student fatigue that has led to low response rates. What would happen if you said that you wanted to use your mid-term evaluations for your student feedback but then you made adjustments and you think your score might be better when you did it summatively?

- Could we send out reminder emails from department heads/ deans, etc. reminding us to set up our student evaluations adding a reminder about mid-terms? Qualtrics can be used for mid-term evaluations but the Teaching and Learning Center does not get a notification that it has been done so it would not get counted.
- Are the questions fundamentally different in formative vs. summative evaluations? IDEA mid-term evaluation offers different types of questions.
- We thought we could flesh out the draft document to become a webpage on the Teaching and Learning Center site.

Action steps:

All of us: Go to our caucuses and departments and ask if mid-term evaluation would satisfy promotion and tenure and annual evaluation requirements

What do faculty think about giving student evaluations to department heads?

David Lehman: Contact general counsel.

Brian Niehoff: Visit with Jana Fallin about if Qualtrics or TEVALS are used in the middle of the semester if they can be counted.

There was no new business. The meeting was adjourned.

Next Meeting: April 18, 2017 (Business Building 2138).