

# EvaluationKIT Steering Committee

## Wednesday, March 4, 2015

---

### Meeting Agenda

1. Edit/approve February 11 Minutes
2. Finishing up a review of the Fall Pilot Instructor Follow-up Survey
3. Discussion of required/optional survey questions
4. Discussion of trainings
5. Review of web site updates and recommendations for next round of improvements
6. Finalize communication plan for spring roll-out
7. Anything else

### Attendees

- Stephen Burd
- Marcos Abeyta
- Glenna Doctor
- Aaron Baca
- Elisha Allen
- Karen Gardner
- Neke Mitchell
- Moira Gerety
- Paige Briggs

### Minutes

A summary of discussions and decisions follows.

### Approve Last Meeting's Minutes

Last meeting's minutes have been approved

### Finishing up a review of the Fall Pilot Instructor Follow-up Survey

- Separate follow up survey will be done tomorrow, March 5
- Most instructors were happy with the number of survey questions
- The TEC met and has come up with 4 questions
- A meeting will be scheduled to discuss updates in the faculty handbook to discuss who gets to see what

## Discussion of required/optional survey questions

- 4 standard UNM wide questions have been created
- The plan is that these 4 will be on every survey and setting a deadline for additional questions to be added
- This semester we will put in the questions until trainings have been done
  - Additional questions can be sent in a word doc
- A maximum of 10 questions should be used
- Additional questions requested by departments should be sent to Aaron by the 23<sup>rd</sup> of March
- Responses to these questions will be optional

## Trainings:

- Learning Central
- Classroom based sessions
  - Gauge demand for those and then closer to May decide if there's enough demand for a training
- Open labs
  - Past ones were scheduled a couple times a week for a month or two (this may be too much)
  - Usually done in a computer lab
  - Mainly for departmental admins- May would make sense
  - Should we train the departmental admins to train faculty?

## Review of website updates/recommendations for improvements

- Specific pages for Departmental Admins, Faculty, and Students
- **Is there anything missing?**
- Update for new name
- Update for spring semester
- Update IT support phone number in dept admin index page (277-757)

## Finalize communication plan for spring roll-out

- Improvements for A&S:
  - Information they have so far is minimal
  - Address what the next steps are
- Update website
- Replicate communications with A&S with other departments
- Venues for student communications:
  - Student organization promote the evaluations
  - Email
  - Daily Lobo article
  - Flyers in SUB
  - **Draft plan will be put together and will be discussed at the next meeting**

## Anything else

- CourseEval is the official name
- Current default is a report is not generated if there are less than 3 responses—this can be changed if needed
- **Do we need a policy regarding course roll ups? Would an administrative procedure be better?**

DRAFT