**Committee for Instruction and Professional Development Meeting**

**York College, CUNY**

Meeting Minutes 12/4/17

(1:00 – 2:00 pm in Room 4E07)

**Committee Members Present:** LESLEY EMTAGE, MARK ADAMS, MELISSA DINSMAN, GREET VAN BELLE, CASANDRA SILVA SIBILIN, TONYA SHEARIN-PATTERSON

**Quorum present.**

1. **Discussion of strategies to raise student evaluation response rates and other improvements**
	1. Informing faculty on how to post a link to the student evaluation on Blackboard and posting reminders on Blackboard (M ADAMS)
	2. Providing instructors with access to a website or portal where they can check when evaluations go out, how many students are completing them, when the assessment period will end, etc. – this will also help instructors to know whether reminders or other strategies are helping to raise response rate (M DINSMAN)
	3. G VAN BELLE presented the Queens College Student Evaluations website (Ctl.qc.cuny.edu/evaluations) as an example of how to provide clear information to students and faculty on what the evaluations are for – this can also help raise response rates as many students and faculty may not see the value in completing them
		1. (in the Queens College website scores for all faculty for past years are available as well)
	4. Providing in-class time for students to do evaluations on phones or on provided laptops/equipment
	5. G VAN BELLE proposed setting up fixed times at the Center for Teaching and Learning where students can come in and fill out the evaluations
		1. Incentives can include cookies and tea after finishing
		2. Students can get a sticker in the style of the “I voted” used for elections, such as “I evaluated my teacher today” or “I evaluated my courses” (C SIBILIN)
	6. Rewarding the whole class for high/100% rates of completion such as with an extra point for every student (only if the whole class gets the reward, not just some students) (L EMTAGE)
2. **Discussion of other student evaluation issues**
	1. Need for more information on how the scores are being used – M OSBORNE had volunteered at the last meeting to help write a survey on how the questions are used by the faculty, etc.
	2. Need for more study of how the results may be biased, including lower scores for female faculty, as some research has shown (M DINSMAN)
	3. Need to shorten the quantity of general questions, simplify them, and add in questions specific to that department/course/instructor – this could also help in making the evaluations practically useful for an individual instructor
	4. Need to look at the kinds of questions students are interested in and find useful such as those on rateyourprofessor.com (M ADAMS)
	5. Possibility of having an extra evaluation mid-semester rather than just one at the end as this will help the instructor in making changes to the course as needed
3. **Upcoming business**
	1. G VAN BELLE will send an email to make sure all committee members have access to the CIPD folder on Blackboard
	2. Committee members should think for next meeting of specific ways to improve or change the evaluation questions
	3. At the next meeting, minutes for the 10/31/17 and 12/4/17 meetings have to be approved

Meeting adjourned shortly before 2pm.

Respectfully submitted, Casandra Silva Sibilin.