

Student Evaluations of Teachers Committee
Meeting Minutes
March 31, 2017

The Student Evaluations of Teachers Committee met at 8:30 am on Friday, March 31, 2017 in Wingo Hall 315. Brandon Combs; chair, and the following members were present: Donna Bowman, Jeff Hill, Stephen Feldman, Calin Marian, Chelsea Shivers, and Christian Robinson. Mary Ann Campbell, Alana Reid, Candice Barnes, Bailey Black, Gene Austin, and Megan McAfee were not present. Guest, Alyson McEntire

Order of Business:

1. D. Bowman made a motion to approve the minutes from the January 13, 2017 meeting. C. Robinson seconded the motion. Motion passed; six in favor to approve the minutes with one abstention.
2. B. Combs announced to the committee that we need to decide on a set time and place to hold monthly standing meetings. Discussion followed. A set time and place will be decided upon the Office of Assessment and Committee Members.
3. B. Combs informed the committee of the recent software fail we encountered with SmartEvals in regards to the Dean and Chair Evaluations. The Office of Assessment made a rapid turnaround and re-opened the evaluations in Qualtrics.
4. B. Combs distributed a RFP criteria handout. This is a basic overview of what to expect when evaluating various course evaluation software(s).
5. B. Combs opened a discussion in regards to the current question set we use within SmartEvals. Discussion followed. More will be discussed in regards to this matter at a later date.
6. B. Combs announced effective in May the SET Committee will now be named the Student Course Evaluation Committee (SCEC).

The meeting adjourned at 9:39 a.m.

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