

The SCEC met on April 18, 2019, from 1:40-2:30pm in Library 206. Present were Na Mi Bang, Betty Hubbard, Stephen Feldman, Calin Martin, Donna Bowman.

In the absence of Jonathan Glenn, Dr. Bowman chaired the meeting, and prepared these minutes.

No quorum was present, so official business was not conducted.

Discussion of fall focus groups:

- Stakeholders for the Student Course Experience Survey: students, instructors, and administrators (department chairs).
- The kind of feedback that these groups would like to get/give on student course experience may or may not overlap
 - If there are particular needs (see below) of one set of stakeholders that surface risks regarding others, could there be barriers to who sees what parts of the data?
- Focus group design (with gratitude to the expertise of Dr. Hubbard): Groups of about 8, a protocol of questions, facilitator asks questions in prescribed order and probes to clarify response, video/audio recorded
- Ideally the same facilitator for all groups, or if not, a rigid protocol
- We are not asking about opinions on existing items, but getting beneath that to rebuild from scratch
 - Sample focus group questions:
 - What is the purpose of this survey?
 - How should the data collected be used?
 - On what kinds of course experiences do you want to get / give feedback ?
 - What do you think other groups want to get / give feedback on?
- How will we make up the groups? How can we hear from different constituencies within the stakeholder populations? Who has relevant experience? Who has most/least at stake?
- Looking at the question sets of the past, we can see purposes behind the items: identify problems (serving as a sort of baseline of competent teaching) vs. identifying excellences (serving as a sort of illustration of some ways teaching can be good or better)
- By going back to scratch, we are opening a can of worms, and there is understandable trepidation about what we might uncover -- just as stakeholders have understandable trepidation about what might be done with the data collected in this survey
- Thinking of these focus groups as **needs assessment**: This is an area where focus groups are often used. What does a particular population need (in terms of getting/giving feedback on students' experience in a course), and what tools do we have to address that need?