

**Lock Haven University of PA
Student Evaluation Instrument Committee**

Minutes

310 Sullivan hall – Wednesday September 10, 2008, 1:25 to 3:20 pm

(Members present: Troy Dermota, Jerry Eislely, Steven Rush, Denise Shoemaker, Andrew Talbot, Steven Guthrie)

- A) Agenda approved on a motion by AT and a second by SR.
- B) The approval of minutes from Sept 3, 2008 was tabled until the next meeting.
- C) Reports and Updates
 - a. AT reported on his search of the literature on the impact of transitioning from paper to online SOIS. He stated that he found 2 articles in addition to the two discussed at the September 3 meeting and that these articles have been distributed to the committee members via email.
 - b. TD reported having limited success using Web of Science to perform a literature search. AT stated that he feels the literature that he found is sufficient.
- D) New business
 - a. The issue of writing a literature review for APSCUF executive council on the impact of transitioning from paper to online SOIS was discussed. It was decided that the committee members will review the literature on the subject for a discussion at the next meeting. AT and SG volunteered to author the document.
 - b. The content of the review was discussed and it was tentatively decided that the review should focus on the issues of response rate, student incentives to respond, and the quality of the evaluation results.
- E) Develop rationale for removing or revising existing instrument questions
 - a. It was decided that the rationale document should be revised to contain the original question, the revised question in the present tense, and a rationale should be written for keeping existing questions. TD volunteered to make these revisions.
 - b. A. Talbot made the suggestion that the committee review the SOIS document from other PASSHE universities as supporting information for the committee's choice of question wording. DS volunteered to obtain SOIS documents from other universities.
 - c. DS reminded the committee that she had forwarded a document from Millersville University. Similarities and differences to the LHUP SOIS

were discussed but no changes were suggested as a result of this discussion.

- d. The discussion of question 23R/25S continued. Concerns about the meaning of “questioning” were expressed by AT who indicated that questioning is the most basic form of active learning where the other examples are more substantial. It was decided that moving “questioning and problem solving” to the end of the list of examples of active learning would improve the meaning of the question. It was also decided that “not applicable” should be removed since all course should contain an element of active learning.
- e. For question 2R/2S, it was decided that ‘post baccalaureate’ should be added to the choices since some students will be in this category of class standing and these students need to be accurately accounted for.
- f. For question 24R/10S, it was decided to revise it to read, “Typically, the instructor provides feedback on course work and classroom performance within”. The rationale is to provide a more general definition of feedback that is not restricted to ‘exams and papers’ as stated in the original question. Also, ‘the instructor provides feedback throughout the semester’ is required by the board of governors.
- g. For question 25R/15S, it was decided to delete it for brevity on the rationale that 47% of students select “not applicable,” indicating that this question is not an issue for students, the issue of “clarity” is provided in the communication section, and the “answering questions” component of the question is provided by the revised version of 24R/10S.
- h. It was decided that question 26R/21S should be deleted on the rationale that Article 4 of the CBA mandates fair grading procedures but the committee feels that faculty evaluations should address this issue rather than the SOIS since students are not equipped to judge the fairness of examinations.
- i. Question 27R/24S was discussed but no conclusions were made.

Respectfully submitted,
Troy Dermota