

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

**Minutes**

**Russell Hall – Friday, February 20, 2009 11:25 AM-1:00 PM  
(2<sup>nd</sup> Meeting of Semester)**

Members: Troy Dermota, Jerry Eisley, Denise Shoemaker (Later), Andrew Talbot, Steven Guthrie

Absent: Steven Rush

Minutes: Steve Guthrie

A) Approval of Agenda

Added agenda items: Revisit 28R “Compared to other instructors you have had, how effective has the instructor been in this course?” [Not addressed today.]

Other eval forms—do we have them? Troy has them, and will send them to us electronically.

B) Approval of minutes - None to approve

[Note: It appears we still need to approve minutes of 2/6/09, and 11/5/08.]

C) Reports and Updates

Jerry Eisley -- Course Eval Online update -- Jenzabar

Jenzabar is the Student Information System (CARS). Currently the contract is being renewed. This would be an in-house online evaluation program for us.

The list price is \$10,900 – first time (we would get a discount to \$6,345)  
Subsequent years, \$1905 – yearly maintenance fee.

Set-up issues for each survey: It would need a survey administrator, (Denise, IT person, etc.). This person would “fill in the blanks.” Jerry believes that set up time/ costs would be fairly low.

Drew Talbot – Lit Review update

Drew and Steve Guthrie will get together the week after Spring Break to discuss/ review it. He had made changes suggested by SG over Christmas.

D) Discuss questions revised to use a common answer set

Denise put the revised questions for the SEI into an Excel spreadsheet. Troy revised the questions so they would have common answer set to all (actually most) questions, viz., in “Strongly Agree- Strongly Disagree” format. Denise brought a printout to the meeting today.

E) Arrange questions into categories -- **this agenda item not addressed.**

F) Continue to examine specific SEIC items.

- a) 8R/13S “How often has the instructor been available to you during posted office hours?”

This question engendered considerable discussion. Some faculty meet with students at times other than posted office hours, perhaps immediately after class, or they may have an open door and be available at times not posted.

It was noted this is a Board of Governor’s suggested questions.

**Decision:** Change question to: “The instructor is available in or outside of class to assist you.”

- b) Discussion of the use of “Not Applicable”

**Decision:** Add “Not Applicable” to all questions

- c) 11R/ 12S “Has your ability to express ideas in writing been strengthened?”

**Decision:** This question will be deleted from this section, and added to overlays section.

- d) 12R/19S “Compared to courses of a similar level and scope, (e.g., a similar introductory survey course or a similar specialized course in your major), how much have you learned from this course?”

**Decision:** Retain this question. Also retain existing answer format.

- e) Discussion of a New Question.

Proposed new outcomes question – “I learned skills and content that I consider valuable.” We reworked it to ”Instructor explained or demonstrated how the skills or content taught in the course are of value.”

**Decision:** **We agreed to come back to this later.** The basic discussion point intent is that we are/ should be teaching “real world” content.

Meeting adjourned, 1:00.

Respectfully submitted,

Steve Guthrie