

INSTRUCTION COUNCIL
MINUTES
October 15, 2004
9-10:30 a.m.
101 Whitehurst Conference Room

Present: Tom Wikle, David Thompson, Al Carlozzi, Shiretta Ownbey, Adrienne Hyle, Jeretta Nord, Cyril Clarke, Ed Miller, Gail Gates

1. On-Line Course Evaluation Demonstration & Conference Call

Mike Bernhard, representative for OnlineCourseEvaluations.com, demonstrated an online course evaluation tool. The council liked the product however they did have some concerns with the newness of the company and asked if competitors had been investigated. Adrienne will bring a sample of the College of Education on-line course evaluation to the next meeting and Gail will investigate competitors.

2. Midterm Grades

Dr. Gates noted that most of the colleges had wonderful success with faculty turning in midterm grades. Some members with high faculty participation noted that their Dean had contacted the department heads encouraging faculty to submit grades. The council asked if a change in the wording to the letter from the provost would encourage more faculty to participate and Dr. Gates asked if we needed to extend the date another week. Members felt that we could leave the time for entering midterm grades as the 6th week. Dr. Gates mentioned that there was interest from some members of Instruction Council to have the midterm grade reporting by course and asked the council if the report should be changed to reflect this. Some members agreed that this would be beneficial to them.

Dr. Gates asked the council how well they succeeded in reaching students who showed deficiencies from the midterm grade report. Most noted that advisers were emailing or sending letters to the students and asking them to come in and visit about their grades.

3. Academic Integrity Presentation and Proposal

Dr. Gates reminded Instruction Council of Dr. Don McCabe's visit to Oklahoma and his presentation "Promoting Academic Integrity" on Monday, October 18, 2004 @ 3:30 p.m. in the Student Union Little Theatre. Dr. Gates added that she had just returned from the Center for Academic Integrity Annual meeting where Dr. McCabe was one of the speakers and noted that he was an excellent speaker and encouraged attendance.

4. Evening Class Times

Dr. Gates asked the council if the university needed to have standard evening class times and asked that the members talk with their colleges and give her their feedback. The initial response was in favor of setting standard times.

5. Other Items

Dr. Hyle wants to talk about the Proposed Center for Excellence in Teaching and Learning at our next meeting.

It was also noted that faculty evaluations should be added to our next agenda. (scholarship vs research)

Adjourned: 10:30 a.m.

ON-LINE COURSE EVALUATION

Mission Statement

OnlineCourseEvaluations.com produces high quality internet evaluations for colleges and universities worldwide. School administrators will receive amazing value, ease of set-up, and powerful tools to develop their faculty. Instructors will appreciate timely and well-summarized feedback designed to improve their teaching style.

Benefits of Online Evaluations

- 60% cheaper than paper-based evaluations according to a study by Kronholm, Curnow, Wisher and Poker.
- Research shows that when forms are completed online, the number, length, and thoughtfulness of student comments greatly increase.
- Our system can ask follow up questions to students, giving specific feedback to instructors on what exactly they can do to improve.
- Immediate results, giving professors the ability to effectively prepare for the following semester.
- Sorting technologies make it easier to find common themes and trends.
- No paper waste.
- Superior analysis tools. See scores by mean, standard deviation, and over time.
- Different set of evaluation questions can be given to each department; each lab; and even each class.
- Every student has the chance to complete evaluations, even students who study abroad or leave early.



Overview of How the Service Works

Step 1: Approximately 3-4 weeks before a class ends, the student receives an e-mail directing them to log in and fill their evaluations. They click on an e-mail link and login to our system.

Step 2. The student sees a list of classes they are taking. They are asked to choose one class to complete an evaluation on.

Step 3. The student fills out the evaluation for that class. The evaluation can be exactly the same form that a school currently uses, and different evaluation forms can be used for each department, lab and class.

Course: General Chemistry for Engineers
Professor: Jones, Bob

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The course schedule was flexible and well paced, with realistic deadlines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The content and workload of the course were challenging.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There was enough variety in class format (discussions, lectures, demonstration, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tests and assignments were fair and relevant.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students received consistent and regular feedback.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The goals and objectives of the course were understandable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Step 4. The student is brought back to Step 2, which only shows the remaining classes. She/he then repeats the process until all courses are evaluated.

Step 5. Teachers and administrators can log in to see the results as soon as the evaluation period closes.

**note: the screen below is only one of more than 40 different reports our system can display*

Here is a summary for SMILEY Teaching :250 ALGORITHMS & DATA STRUC
(the Columns labeled '5', '4', etc. are the % of people who answered that value)

	Question	N	Mean	DeptAvg	SchAvg	5	4	3	2	1	0
1	The instructor speaks audibly and clearly.	4	2.8	3.2	3.9	0%	50%	25%	0%	0%	25%
2	The instructor is able to convey ideas and concepts in a manner that I can understand.	4	2.3	3.2	3.6	0%	25%	25%	25%	0%	25%
3	The instructor gives well organized presentations.	4	2.3	3.2	3.7	0%	25%	25%	25%	0%	25%
4	The course material is presented at a reasonable pace during each class.	4	2.5	3.2	3.4	25%	0%	25%	25%	0%	25%
5	The instructor has stimulated my interest during the course.	4	2.5	3.2	3.2	25%	0%	25%	25%	0%	25%
6	The instructor has effectively challenged me to think critically.	4	2.3	3.2	3.5	0%	25%	25%	25%	0%	25%
7	The instructor appears sensitive to assisting individual students with questions and problems in the course.	4	3	3.2	3.6	25%	25%	25%	0%	0%	25%

