Ad Hoc Committee of Chairs  
MINUTES  
February 11, 2003

Members present: Paul Alberto, Murray Brown, John de Castro, Sam Cox, Bill Fritz, Bonnie Fritz, Christine Gallant, Fred Jacobs, Fenwick Huss, George Rainbolt, Don Reitzes, Rebecca Stout, P. C. Tai.  
Members absent: Martin Fraser, Fenwick Huss, Fred Jacobs, Charles Jones, John Newman, Ramona Matthews, Andrew Sumner, Sally Wallace.  
Guest: Glenn Abney.

The meeting was called to order at 12:35 p.m. by John de Castro, chair. The first item of business was the approval of the November 19th minutes. The minutes were approved as presented.

Dr. de Castro introduced the first agenda item which was a discussion of course evaluations. He called on Glenn Abney to summarize his subcommittee’s report on student evaluations. A survey was sent out via webmaster to the faculty and responses were received. Many included written comments. The faculty are concerned about the response rate with online evaluations. George Rainbolt summarized the data from the Philosophy Department. The response rate went down for his faculty as well. The faculty in his department plan to use paper evaluations rather than online evaluations in the future, even if it costs the department more money. The discussion continued. Paul Alberto mentioned that the College of Education faculty only received the scan sheets and no analysis or written comments from the online evaluations. Bill Fritz stated that the data should be on GoSolar and they should have received their written comments if there were any. Dr. Alberto stated that none of the faculty that he had talked to knew to look online for the analyzed data. The discussion continued on possible ways to raise the response rate. Incentives were discussed.

Bill Fritz presented a summary report of the Fall 2002 online student evaluation process analysis of qualitative statements. He distributed copies of this report and reviewed the information with the committee. The discussion turned to the possibility of making the online evaluation mandatory for the students. An option would need to be added whereby a student could choose not to participate in the survey. The discussion turned to the students’ concerns regarding anonymity when completing evaluations. Bonnie Fritz stated that the Faculty Affairs Committee was charged with developing a policy for online evaluations. She distributed her committee report and summarized the short-term and long-term goals for the evaluation process. The discussion turned to those faculty who need the evaluation data for their promotion and tenure process. Bonnie Fritz stated that the data collection is an ongoing process. Discussion continued on data analysis.

Dr. de Castro stated that Faculty Affairs needs to present a policy regarding evaluations to the full Senate at the April meeting. He stated that it is crucial that the response rate be increased during the Spring semester evaluation cycle. I asked for suggestions and feedback on possible ways to raise the response rate. Several scenarios were discussed. Dr. Fritz suggested that the Faculty Affairs subcommittee could solicit ideas and feedback and then, at the next Committee Chairs meeting, present this information for further discussion.

There being no further business, the chair adjourned the meeting at 2:02 p.m.

Respectfully submitted,  
Mary Nell Stone,  
committee assistant