

Assessment Committee Minutes

February 15, 2017

1:00pm – 2:00pm

Attendees: Barbara Borst, Carlos Villa, Diane Rubino, Jeannette Monaco, Patricia Heard, Shawncie Smith, Tara Tarpey, Yuna Seong, Ruth Danon, Éowyn Melaragno

Agenda

1. Approval of Minutes 12.20.16
2. SPS student evaluations
3. Policies and procedures for Delegated Access to NYU Course Shells
4. Online Observation Training Pilot

Approval of Minutes on 12.20.16

- Adjunct Faculty Activity Report –
 - “Make activity report optional for adjuncts” There is some confusion regarding the adjunct faculty activity report being optional for adjuncts
 - Carlos will follow-up with Connee.
- “Consider training for administrators through CAES” – what does this look like?
 - Who does this?
 - Administrative support is different than what CAES is currently doing.
- Committee approved the minutes with revisions. They will be posted on the Office of Academic and Faculty Affairs website.

Non-Agenda Items

- Is the Observation Form and procedures being used consistently by all departments?
 - How are the policies developed by Assessment Committee being used?
 - Should there be a survey sent out about being observed at the end of the semester?
- The committee agreed to invite Connee Zotos to speak with the group.

SPS student evaluations

- Question Three: Based on feedback from the academic directors, the word engagement was removed.
 - International students may not know what “engagement” means, the student evaluation question was edited to: “What did the faculty member do to encourage class participation and other forms of engagement in the course?”
 - The Faculty Council requested that the question be amended to: “What did the faculty member do to encourage class participation?”
 - “Participation” limits meaning to students just speaking or raising their hands in class. Participation and engagement mean different things to other people.
 - Should we review the syllabus to connect words? No, students typically do not review the syllabus in enough detail to connect the two.
 - Assessment Committee agreed to final wording: “What did the faculty member do to encourage your participation in the course?”

Question One: Modified to read “The content of the course met the stated learning outcomes.”

Policies and procedures for Delegated Access to NYU Course Shells

(Presentation by Patricia and Shawncie)

- Currently, there is no guideline or procedure for departmental delegated access to a course.
 - Access (appropriate) needs to be defined.
 - Faculty should have full transparency regarding who has access to their course and why.
- Should Assessment Committee outline the guidelines and implementation process for departmental delegated access?
 - CAES will summarize to move forward.

Online Observation Training Pilot

- Added to next meeting's agenda