

Assessment Committee Minutes

March 21, 2017

10:30am – Noon

Attendees: Barbara Borst, Carlos Villa, Diane Rubino, Patricia Heard, Shawncie Smith, Michael Palij, Ruth Danon, Éowyn Melaragno

Agenda

1. Approval of Minutes February 15, 2017
2. Use of New Observation Form and Procedures
3. Summary of Policies and Procedures for Delegated Access to NYU Course Shells
 - a. Patricia Heard and Shawncie Smith will present
4. Online Observation Training Pilot
 - a. First Meeting: Friday, Feb 24, 2017
5. SPS Student Evaluations – review final

Approval of Minutes on 2.15.17

- Minutes are approved.

Use of Observation Form and Procedures

- Still, a concern that not everyone is using the observation form.
 - Appears to be limited to a few departments. Jeanette and Connee will discuss response and bring back information to the Committee.
 - Should there be a survey sent to find out if it is working for people?
 - The tool has only been in use for one semester but a survey could be distributed after more time has passed.

Online Observation Training Pilot

- Gathering attendance pool as to who can go which will include those who will only observe online course and those who conduct both in-person and online
 - Training is a modified version of the in-person
- Initial pilot feedback from participants
 - Format of the training: synchronous vs asynchronous.
 - There was too much information in some areas - repetitions were taken out.
 - Confusion among participants: the information and policies they received were from their department and not a school wide policy.
 - Some observers are used to working in a specific structure and are not open to how other teachers operate.

Summary of Policies and Procedures of Delegated Access

- Terms of Use: NYU Classes Delegated Access - Full Support Role (handout)
 - Existing University document with broad terms of use.
 - Assessment Committee can suggest augments to it.
 - Must be signed to get delegated access to NYU Classes.

- Proposed - Delegated Access Process and Procedures: NYU School of Professional Studies (handout)
 - Departmental Delegated Access separated into four roles: Academic, Observation, Operational, and Delegated Access (course site admin).
 - Delegated Access (Course Site Admin) will go to CAES and Faculty.
 - Important to identify particular roles.
 - Misuse and non-transparency are greater without defining these roles for Department Delegated Access.

- Feedback for Proposed Department Delegated Access Roles
 - Academic Role should not have less access than Delegated Access (CAES) Role
 - CAES is requesting full access because:
 - They provide IT support for the online systems and SPS departments.
 - Provide support to Adjuncts whose access has expired.
 - CAES administrative duties should be outlined in the policy for transparency.
 - “Course Site Admin” language should be reworded or removed to avoid misinterpretation of roles
 - Teaching Assistants are not used at SPS and therefore should not be granted access - this needs to be defined in the document.
 - Delegated Access (Course Site Admin) should be approved by the Deans and Academic Directors.
 - This level of access should also be granted to Deans and Academic Directors
 - Redefine all roles and provide further explanations for the functions of roles.
 - Outline responsibilities and language about support standpoint.
 - We need to determine the approval process of each role.

- How will faculty be informed of this policy?
 - Same approach as Syllabus Template and Observation Tools.
 - Committee should figure out how to have a preview period and communication strategy.
 - These recommendations will be brought up throughout the roll -out process with Jeannette, Academic Directors, etc.

SPS Student Evaluations

- The layout sent in the communication to faculty is different than the way it will be in Albert. There may be an opportunity to suggest changes in the future.

Meeting Adjourned