

**Administrative Council
Midwestern State University**

May 16, 2023

Meeting No. 23-05

The Administrative Council met Tuesday, May 16, at 3:30 p.m., in the Spirit Seminar Room in the Bridwell Activity Center. Present were Dr. Keith Lamb, Ms. Debbie Barrow, Dr. Marcy Brown Marsden, Mr. Paul Chappell, Ms. Dawn Fisher, Dr. Kristen Garrison, Ms. Julie Gaynor, Ms. Rhonda McClung, Dr. Michael Mills, Dr. Karen Moriarty, Mr. Kyle Owen, Mr. Matt Park, Dr. Beth Reissenweber, Ms. Betsy Tucker, Mr. Kyle Williams, and Ms. Zetta Cannedy. Unable to attend were Ms. Leigh Kidwell and Mr. Barry Macha.

I. Welcome

Dr. Lamb welcomed members to the meeting and introduced Zetta Cannedy, newly-elected President of the Student Government Association.

II. Proposal for End-of-Course Evaluations

Dr. Moriarty presented “Revisions to the End-of-Course Evaluation Questions and Process” (attached). Changes to the questions and format of the end-of-course evaluations were approved by the Faculty Senate on April 13, 2023. On April 26, 2023, Faculty Senate made recommendations to update the evaluation process so that it is digitally-friendly, consistent between online courses and face-to-face courses, accessible to students with disabilities, provides students with reminders, and is placed on a review schedule concurrent with that of MSU OP 06.20 which will include a link to the evaluation instrument. Details are provided in the attachment. The Administrative Council expressed appreciation to the Faculty Senate for their work on this important initiative.

III. Digital D2L Faculty Portfolios

Dr. Moriarty presented “Proposal for Digital Faculty Portfolio” (attached) which outlines plans to move faculty portfolios to an online platform using D2L. Templates based on both *2014 Criteria for Tenure and Promotion* and *2021 Criteria for Tenure and Promotion* have been developed and will be available for use in fall 2023. A complete list of Faculty Senate recommendations can be found in the attachment. The Administrative Council expressed appreciation for the work of the Faculty Senate, academic leaders and other stakeholders in the development of this process.

Other discussion

Commencement - Dr. Lamb informed the Council that there is a strong desire among the University community to have Commencement held on campus and that he has asked a committee to explore this option. Members of the Council fully supported pursuing this option.

Banner student email addresses – Streamlining communication with students by removing the option of listing a “preferred email address” in Banner was discussed and supported. Mr. Chappell will look into this possibility and will report to Cabinet on May 23.

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IV. Update from Council Members

Council members provided information and news from their respective areas.

V. Adjourn

The meeting adjourned at 4:30 pm.



Keith Lamb, Ph.D., Chair



Betsy Tucker, Secretary

Revision of End-of-Course Evaluation Questions and Process
Presented to Administrative Council - May 16, 2023

Background

One of the focus areas for the faculty senate this academic year was to review and revise the end-of-course evaluation questions and process. These evaluations provide important feedback to faculty regarding their courses. In addition, they are reviewed as part of the Annual Faculty Performance Review and in consideration for tenure and/or promotion decisions.

There are currently two end-of-course evaluation instruments in use: a paper version administered to students enrolled in “in person” courses and an online version sent electronically to students enrolled in online courses. Each instrument consists of 20+ questions, some of which are similar. Student response rates have historically been low for both, but more so for the online evaluations.

During the 2021-2022 academic year, the faculty senate sought feedback from faculty and students about the end-of-course evaluation questions and process. In the spring of 2022, each group – faculty and students – was sent a survey; the faculty survey was sent via SurveyMonkey, the student survey was sent through a software program in Student Affairs. The results were analyzed, and the faculty senate concluded that (a) fewer questions were needed, (b) the evaluation should be sent electronically, (c) all students should receive the same evaluation instrument, and (d) reminders to complete the evaluations should be sent to all students.

The Questions

During the fall 2022 semester, the faculty senate created an ad hoc committee with a charge to review the current end-of-course evaluation questions and process of delivery, and to bring their findings/recommendations back to the senate. The ad hoc committee consisted of Dr. Dawn Slavens (ad hoc chair), Dr. Jennifer Anderson, Dr. David Carlston, Dr. Sarah Cobb, Dr. Dittika Gupta, and Dr. Lauren Jansen. After careful review and consideration, the faculty senate revised the evaluation instrument to include a total of 8 questions, 6 scored on a Likert-like scale and 2 open-ended questions. Question selections were based on “best practices” from various universities across the country and were divided into the following categories:

- Course design and instructional materials (2 questions)
- Effectiveness of instructor (2 questions)
- Classroom environment (1 question)
- Student engagement (1 question)

Each question includes a Likert scale for responses and a “comments” area for students to elaborate on or explain their answers. The faculty senate approved the revised questions and format on April 13, 2023 (see Appendix A).

The Process

The faculty senate would like the end-of-course evaluations to be digitally-friendly meaning the students could complete it using their phones or computers. The students expressed a desire to receive text message/email reminders to complete the end-of-course evaluations.

A meeting was held on April 26, 2023, to discuss implementation of the revised end-of-course evaluation. Participants included those on campus identified as someone with current knowledge of the technology capabilities of MSU, delivery of surveys/information to students, and/or analyzing results of surveys. Implementation group members were:

- Karen Moriarty, Faculty Senate Chair
- Dawn Slavens, Faculty Senate Vice-Chair
- Paul Chappell, Chief Information Officer
- Eboneigh Harris, Director of Planning and Assessment
- Shauna Kennedy, Information Technology Analyst
- Pam Morgan Davis, Director, Distance Education
- Danielle McAfee, Asst. Director, Distance Education
- Matthew Park, Interim Vice-President of Student Affairs

The current end-of-course evaluation software program (*Campus Climate*) is scheduled for an update at the start of the fall 2023 semester. The update will make the end-of-course evaluation process more user-friendly for students wishing to complete the evaluation using their smart phones.

Conclusion

As a result of the work of the faculty senate, the faculty senate ad hoc committee, the implementation group, and the support of Dr. Keith Lamb and Dr. Marcy Brown-Marsden, the faculty senate recommend the following:

1. The revised end-of-course evaluation be sent electronically to all students starting with the fall 2023 semester, and the current paper version (completed in the classroom) be retired.
2. All students – in class and online – receive the same end-of-course evaluation instrument to align with MSU OP 04.05: Distance Education: “Students evaluate courses

delivered via distance education using the same course evaluation instrument in effect for face-to-face courses” (p. 4).

3. A link to the end-of-course evaluations be emailed to students using their MSU-specific email address.
4. A notice of end-of-course evaluation availability be posted on the homepage of D2L.
5. Faculty may provide reminders within their courses and may choose to allow students in-class time to complete the evaluations.
6. Students with disabilities be afforded opportunities to complete the end-of-course evaluation with assistance, if requested, from Disability Support Services.
7. Email and/or text reminders be sent to students about the availability of their end-of-course evaluations with a direct link to the evaluation.
8. MSU OP 06.20 be revised to include the end-of-course evaluation instrument as an attachment (see Appendix B).
9. The end-of-course evaluation questions and process be on a review schedule that will correspond to that of MSU OP 06.20 starting in 2026.

Sincerely,

Dr. Karen Moriarty

Dr. Karen Moriarty
Chair, Faculty Senate

Attachments:

Appendix A: Revised End-of-Course Evaluation

Appendix B: MSU OP 06.20 with revisions

Appendix A
End-of-Course Evaluation

Your thoughtful responses to the following questions will help us improve the quality of the instruction and content of this course. Instructors do not view the results until semester grades have been posted. Your responses are anonymous and very much appreciated!

Course Design and Instructional Materials

Q1: The course content was well-organized and clear.

1. Strongly disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly agree

Q1C: Make a comment on your choice here.

Q2: Exams and assignments were reflective of the course content.

1. Strongly disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly agree

Q2C: Make a comment on your choice here.

Effectiveness of Instructor

Q3: The instructor was willing to help (office hours, during class, email exchanges, discussion board questions, etc.).

1. Strongly disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly agree

Q3C: Make a comment on your choice here.

Q4: Overall, the instructor was an effective teacher.

1. Strongly disagree
2. Disagree

3. Neutral
4. Agree
5. Strongly agree

Q4C: Make a comment on your choice here.

Classroom Environment

Q5: Overall, the course was a valuable learning experience.

1. Strongly disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly agree.

Q5C: Make a comment on your choice here.

Student Engagement

Q6: In this course, I was challenged to learn more than I expected.

1. Strongly disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly agree.

Q6C: Make a comment on your choice here.

Open-Ended Questions

Q7: What worked well in this course?

Q8: What would make this course better?

Appendix B
(MSU OP 06.20)

Proposal for Digital Faculty Portfolio
Presented to Administrative Council – May 16, 2023

Background

One of the priorities established by the faculty senate for Academic Year 2022-2023 was to explore the possibility of a digital format for faculty portfolios, specifically for faculty eligible for tenure and/or promotion. The rationale:

- Large, cumbersome paper portfolios in binders, sometimes up to 5-6 inches;
- Limited availability to those evaluating the portfolios;
- Different organizational styles of the portfolios sometimes making it difficult for evaluators to find supporting evidence; and
- Current trend in higher education is a digital format for faculty portfolios.

Discussions within the faculty senate and with other stakeholders (Dr. Keith Lamb, Dr. Marcy Brown-Marsden, Mr. Paul Chappell) led to the consideration of using our current learning management system (D2L) as the platform for the portfolios. In consultation with Dr. Pam Morgan Davis, a template was created in D2L based on the *2021 Criteria for Tenure and Promotion*.

The Process

The faculty senate established a workgroup consisting of myself, Dr. Bradley Wilson, Dr. Grace Edgar, Dr. Emily Reeves, Dr. Michael Olsen, and Dr. Jeff Killion. The workgroup reviewed the template and made some revisions. The revised template was then made available for review by the following groups in this order:

1. Faculty Senate Executive Committee,
2. All members of the faculty senate,
3. Dr. Marcy Brown-Marsden and the college deans, and the
4. MSU Tenure and Promotion Committee.

Opportunities were provided in all review groups for questions and answers, and all questions were satisfactorily answered.

During this process, the faculty senate was made aware that some tenure-track and/or eligible for promotion faculty on campus were planning to use the *2014 Criteria for Tenure and Promotion* in their quest for tenure and/or promotion during the next two years. Of note: the 2014 Criteria will expire in 2025, at which time all tenure-track and/or eligible for promotion

faculty must follow the 2021 Criteria. As a result, another template was created in D2L based on the *2014 Criteria for Tenure and Promotion*. The format of the second template is the same as the 2021 Criteria with some minor revisions to the headings; therefore, no formal review was deemed necessary (as was done with the first template).

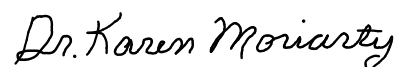
Conclusion

The faculty senate conclude that D2L is a very good platform for the digital faculty portfolios for the following reasons: (a) most faculty on campus are familiar with the D2L platform; (b) MSU retains control of all data in D2L which means less risk of lost or compromised data; and (c) several universities across the country are using D2L for faculty portfolios which may be a familiar platform to newly-hired faculty.

As a result of the work of the faculty senate, the digital faculty portfolio workgroup, and the contributions of various template reviewers across campus, the faculty senate recommend the following:

1. All tenure-track and eligible-for-promotion faculty be informed of the new (digital) format for faculty portfolios.
2. Training sessions be held this summer for faculty planning to use the digital platform for submission of their portfolios in fall 2023. Of note: some faculty senators have volunteered to do this training.
3. Faculty who are currently preparing portfolios to be consider for tenure and/or promotion be given the option of submitting a paper-binder format until 2025.
4. The traditional paper-binder format for portfolios be retired in 2025 to correspond with the expiration date of the *2014 Criteria for Tenure and Promotion*.
5. All newly-hired tenure-track faculty be given access to a D2L Faculty Portfolio template starting in fall 2023.
6. Access to D2L Faculty Portfolios be coordinated through the Office of the Provost.
7. Additional measures to ensure confidentiality and security of individual faculty portfolios be considered by the MSU Office of General Counsel.

Sincerely,



Dr. Karen Moriarty
Chair, Faculty Senate