AGENDA ITEMS
I. Approval of Minutes
II. Proposal: Online IDEA Survey Rollout
III. FDEC DAVY
IV. Other

Deborah made the motion to approve minutes, Cinthia seconded. Motion was approved unanimously.

- Eileen (Chair): focused the meeting on the Online IDEA survey Rollout plan, given its urgency.
- Tracy underscored the need to have the proposal in by November since AC could vote on it by December, so that it could be implemented by Spring.

- Tracy then began to talk about the proposal/recommendations she had distributed to committee members beforehand. What needs to be done:
  - We need to move to URL only for distribution, that would be passed to the faculty members that could be distributed at a designated time, possibly via Blackboard, and students will be able to complete it in class. The only caveat is that students can have access to this only if the faculty distributes the link itself. Faculty can elect to not post it on blackboard till the day you want to distribute.
  - There was a discussion led by Carol Ann about what the best practices should be – how can we ensure that the students can only do it during class time, replacing the paper version.
  - Deborah asked about students who don’t bring laptops to class.
    - Tracy: we can make some laptops available from ITS. By sending out the URL through Blackboard, it would be an easy way to get students in online courses to participate too.
    - Deborah/Carol Ann: a best practice is to maybe put it on the syllabus (to request a laptop if they need it for evaluations, so it can be made available to them).
Tracy: we would need to have pre-planning about this – this would be one of the “fuzzy areas” that needs to be worked out.

Cinthia – cited research disfavoring phones for use in evaluations, since students tend to view those for social media input, undermining the quality of their evaluations. In response to a question from Christine, Cinthia mentioned that she didn’t have similar concerns with iPads.

Tracy: the faculty member would put down the date they would give the evaluation on the syllabus.

Carol Ann asked how we could ensure that we have them “end” and submit the form before we leave.

Eileen asked if we needed to have an itemized list of “Best Practices” on the recommendation proposal. The committee members agreed that we probably do not want to do this at this time, but plan to develop best practices before the URL is distributed in the Spring, and will suggest faculty read the Best Practices before administering the online survey to students. Tracy: agreed that we could set up a website, with a check box, to assure that they’ve read them. She asked what to do with the information on who has read “best practices” once it was collected?

Gwen: suggested that that the information should only be sent to the Chair and/or “most immediate supervisory position” as opposed to those above.

Carol Ann suggested that we distribute the URL for the course only when we see that the faculty has checked the box, having read “Best Practices.”

- Tracy observed that it would be difficult to coordinate this - for ITS to know whether the faculty has checked best practices before it could send them the URL.

Eileen stated that the FDEC chair could send the “best practices” around to the Chairs and arrange to go to Department meetings, if faculty desired.

The committee unanimously agreed to leave Best Practices out of the Recommendation Proposal but to work it out later.

The committee then addressed the topic of “Yellow Forms.” Tracy recommended that we do not do away with the content of the Yellow Forms but place it, as open-ended questions, on the online forms and asked for the committee’s thoughts on this.

- Carol Ann observed that Rank-and-Tenure committees use Yellow Form information heavily.

- Tracy stated that faculty would lose the student demographic information on the Yellow Form, since all the student responses would be anonymous (Student #1, Student #2 etc.) – it wouldn’t allow for faculty to get the data (like male/female or seniors/soph etc.)
o Gwen: asked what the advantage is to get rid of the Yellow Form. She mentioned that Yellow Forms were different in nature from IDEA forms - Yellow Forms belongs to the Faculty.
  ▪ Tracy answered that keeping the Yellow Form needed a lot of logistical support but admitted that it is an easier packet put together (the Yellow as opposed to paper IDEA).
  ▪ The committee evaluated the pros and cons about doing away with the Yellow Forms - on the one hand, the loss of valuable information, on the other hand, the decrease in costs and increases to staff efficiency.
  ▪ Carol Ann again expressed concerns over doing away with the Yellow Forms. Gwen and Deborah echoed these.

o Gwen: suggested that we state our concerns in our Recommendation Proposal very clearly; such as concerns over doing away with the Yellow Forms.
  ▪ The committee unanimously recommended that paper distribution for Yellow Forms to become an Option. The Yellow forms would be separated form the online IDEA form.
    • Cinthia: expressed some concern over the fact that students would do Yellow Forms at all, because they may have Response Fatigue.

o Eileen – mentioned that the FUSA president has requested a meeting to discuss changing the FUSA Survey/Questionnaire.

o Eileen: summarized our recommendations on Yellow Forms: faculty would have to opt in for the their Yellow Form, for those who do not opt in they would lose the qualitative data that the Yellow Form provides.
  ▪ Cinthia asked whether she could opt in, as program Director, for adjuncts to use the Yellow Form?
    • Tracy said no, since the URL is sent to each individual faculty, not Program Directors.

o Discussion further ensued on what is worse – get timely feedback, which means doing away with the Yellow Form or getting the qualitative data from the Yellow Form?
  ▪ Deborah: said keeping the qualitative data rather than the timeliness.
  ▪ Members asked why Yellow Forms should delay the IDEA forms response. Tracy agreed that it should not delay the IDEA forms coming back even though it’s still a large overhead.

o Tracy then suggested that we could say that faculty who are tenure-track have a Yellow Form default. The Committee said that would not be required.
Discussion then turned to our Communication Plan: how we would announce this and roll it out to the Faculty. Suzanna was mentioned as being a resource in this regard.

- The plan: FDEC members going to Chairs/Department Meetings, FDEC Day, and via Email Announcements, as well as the IDEA website.

- Eileen said she would mention those four options as the Communication Plan and agreed that Carol Ann would work with Suzanna on a “Best Practices” list, before Thanksgiving.

- Tracy: agreed that she would work with the ITS to provide laptops for those students who did not have them during evaluations.

Eileen: asked that in the next 24 hours Tracy modify the Recommendation Sheet to include “will” rather than “should” and distribute to FDEC chair, in preparation for the next AC meeting.

The meeting was adjourned.

Respectfully Submitted,
Gwendoline Alphonso