Fairfield University
FDEC Meeting (Final)
Wednesday, November 19, 2014
CNS 108
1:00-3:00

Present: Eileen O’Shea (Chair), Gwendoline Alphonso, Deborah Edelman, Cinthia Gannett, Tracy Immerso, Amalia Rusu, Ying, Zhang

Regrets: Carol Ann Davis, Suzanna Klaf, Christine Siegel

AGENDA ITEMS:
   I. Approval of minutes from October
   II. FUSA Survey Questions
   III. IDEA Online
   IV. FDEC Workshop
   V. Other

I. Eileen made a motion to approve minutes. Deborah seconded. The spelling of Cinthia’s name was changed. Motion approved unanimously.

II. FUSA SURVEY
Eileen (Chair) invited two student representatives (Hope Agresta, Ryan Duffy) to present FUSA questions. The goal is to deter students from relying on Rate My Professor for decision-making. Discussion on wording and meaning of questions ensued. The students requested assistance from members of the FDEC on formulating questions so the questions reflect a designated purpose. Cinthia suggested the students check research on the variables they are attempting to measure. Member (Cinthia) agreed to assist students with examining and fine-tuning FUSA questions.

Tracy has the historical data collected so far on FUSA questions that is stored in the IDEA results. Mike A. and Christine Siegel met with the FUSA students several times last year to help determine what the students wanted to glean from the IDEA questions and how to better phrase them.

III. IDEA ONLINE
Tracy and Eileen reported on their presentation of recommendations for IDEA online with Academic Council.

Academic Council approved going on line with IDEA evaluations but did not approve the opt in/ opt out recommendation for the yellow evaluation forms. AC will meet
again in December but whether discussion on the yellow evaluation forms will be revisited is not confirmed.

Decision was made by FDEC to table the discussion on the yellow narrative evaluation forms by FDEC and to continue using the paper form for now. Eileen will forward a message to AC informing that FDEC will continue discussion and offer new recommendations in the fall.

Tabling the discussion on yellow narrative forms will allow:
   a) FDEC and AC to move forward and rollout on line format of IDEA course evaluations.
   b) FDEC to proceed with the workshop on December 9th that will prepare faculty to move to online course evaluations.
   c) Provide FDEC time to investigate and formulate positive and negative reasons to continue use of the yellow narrative forms.

Cinthia reiterated the important substantive reasons for continuing to use the yellow narrative evaluation forms (i.e., assists in decision making regarding rehiring of adjunct faculty, offers demographic information, etc.).

Discussion ensued about ownership of IDEA evaluation data that is a topic we will save for future discussion.

**IV. WORKSHOP**

FDEC will move forward as planned with the workshop designed to inform/prepare faculty for the move to online course evaluations. Eileen requested that members of FDEC forward suggestions for a title for the workshop.

Workshop Specifics: All FDEC members asked to attend event and monitor round table discussions:
When: December 9th
Time: 12:00-2:00 pm
Round Table discussions
Place: Christine Siegel will inform Eileen of location for this event (possibly Oak Room or Kelly Center- TBA)
Lunch provided (Christine Siegel)

The following suggestions / changes were made after a review of the draft form of the workshop agenda:

1. Start with the lunch
2. Opening remarks by supportive administrator: invitation to Lynn Babington or Christine Siegel
3. Faculty given index cards at each table to write concerns about IDEA online
4. Eileen will invite member of Rank and Tenure to address affect of changing response format as it applies to tenure and promotion.
5. Discuss Best Practices (assigned to Carol Ann Davis)
6. Tracey & Kim: Show IDEA Website
7. Jay R (IT): Demonstrate how to distribute URL via Blackboard
8. Finish workshop with round table discussions on how to implement the online course evaluations in our classrooms with assistance from IT (provide designated number of computers)
9. Advertise the Workshop (myfairfield.edu, CAE, University Announcements)

Eileen made changes to the Summary of Online IDEA Delivery Procedures to update based on this FDEC meeting. Eileen will contact Mike Andreychik as the FDEC agreed that he will be particularly helpful in our FDEC day on Dec. 9, to help present information he gathered on research about online surveys in general. His findings specify that the method of distribution (online vs. paper) does not influence the reliability of the results, but where the survey is taken, does.

V. OTHER: Summary of Responsibilities:
Members will review Best Practices discussed from handout and submit any additional comments / changes to Eileen
Members will submit title for the workshop to Eileen
Eileen will:
   a) Contact Academic Council behalf of FDEC indicating the committee will table the discussion of the yellow narrative evaluation forms for further investigation and will rollout the move to on line course evaluations.
   b) Contact Lynn Babington and Christine Siegel about providing opening statements at the Dec. 9th workshop event.
   c) Invite an R & T member to workshop to discuss impact of IDEA online
   d) Invite Jay R. to the workshop to address URL and Blackboard
   e) Inform FDEC Committee members of the location for the workshop
   f) Contact Mike Andreychik for information on previous work with FUSA questions

The next FDEC meeting will be held in January or February (TBA). Members will receive a Doodle Schedule to select preferences on exact dates.

Respectfully submitted,
Deborah Edelman