

Faculty Affairs Committee Report  
Meeting of April 24, 2003

Marvin Needler, Maurice Bluestein, Cliff Goodwin, Brian King, Hasan Akay, Ed Sullivan.

The committee discussed Web-based Course evaluations:

- Ed Sullivan provided copies of course evaluations and course evaluation outcomes that are currently being used by CIT (CPT) and gave an overview of CIT's policy and procedure.
- Web evaluations can be provided for all departments of the school, but there will be an administrative learning curve. Prof Sullivan will be able to provide support for a few courses in the spring and summer semesters. The on-line service will be available to all of the departments within the School for the fall semester.
- Both distance education courses and classroom courses may use the Web evaluation. In addition, departments could optionally use the evaluation tool for a mid-term review of associate faculty.
- The CIT Web evaluations have additional questions 9, 10, 11, and 12 related to D.E. in place of questions 9 and 10 relating to labs.
- The use of the Web evaluations is optional as some departments may not be well served by Web evaluations -- examples are courses where computers are not available. Others that have computers in the classroom or in the lab will be better served by Web evaluations.
- The issues of anonymity and confidentiality were outlined. Students will log in with their OnCourse userid and password. The ADS environment will be used for authentication which will eliminate the need for storing student passwords. Ed has not had any experience of student concern with the anonymity of CIT student responses but a message will be included on the login page stating that student responses are anonymous.
- Based on the suggestions of the committee, four types of environments were identified: DE classes, Classroom only, Lab only, Classroom and Lab. A standard set of questions will be provided for each of these environments. In addition, faculty may add optional questions that can be included with any set of standard questions. These questions will be set up by the departmental administrator and will appear on both the students' on-line form and on the results returned to the department.
- The results of the Web-based evaluation will include the same data and statistics as the paper-based process.
- The questions regarding Lab instruction for the Lab-type environment need to be created.

It was decided that the FAC should provide a report to the Senate for discussion, but no submittal for action was requested at this time.

Additional discussion was centered on Faculty Workload Policy, but no action was taken.

MN  
4-29-03