

2019-2020 Year-

New Business Items for 2020/2021

1. Obtain feedback from faculty and students on SOTEs website

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Student Evaluation Review Board Meeting
October 11, 2019 12:00pm

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Student Evaluation Review Board Meeting
November 8 2019 12:00pm Clark Hall 412

Minutes: Wencen Wu

Approval of Previous Minutes: prepared by Gigi Smith (posted to Drive)

Announcements/Reminders

- Reminder that SERB documents are posted to Google Drive agendas and minutes
- Revised SOTE Interpretation Guide is updated and use for the current RTP cycle.
http://www.sjsu.edu/up/faculty/sotes_evaluation_teaching.html

Discussion/Action Items

1. IR Office Updates Darren

2. Updates and Action Items:

- Develop a Student Guide and FAQ webpage that provides tips and useful information for students as they complete SOTE and SOLATE (e.g., how to share and write constructive feedback and how this information is used) Caroline

- Current FAQs for students

- SOTE/SOLATE Technical Reporting Subcommittee update Mary

- Subcommittee agenda

- List of deliverables

- Identifying panel of experts externally and internally.

- Reading resources identified for our work going forward

- All docs on google drive in folder.

- Next subcommittee meeting is December 13 11am Location TBA

- SOTE/SOLATE current norms

- Additional information to be included in reports

- SOTE/SOLATE timing

3. Upcoming and Ongoing Activities:

- Examine whether and how instructor characteristics influence SOTES to determine if trends reported in literature exist at SJSU Update SOTE Interpretation Guide

- recent academic lit

Next Meeting December 13 12pm (Clark 445)

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Student Evaluation Review Board Meeting
December 13, 2019 12:00pm Clark Hall 445

Minutes: CarolineChen& Mary

Lab going to anyone with SJSU email address going into spam unfortunately. So, this means that mock name is used for the sender at sjsuteaching@SOTE@SJSU.edu Being inundated with emails about SOTEs because of confusion. Seemed to be more confusion this semester.

- ⌘ Would it be helpful for SERB to create a messaging timeline?
- ⌘ Is it possible to get disaggregated data from all departments in the university? Brent requesting because it would allow us to see response rates, comparing departments, providing encouragement of messaging from faculty.
- ⌘ Higher response rate when faculty is requesting their students to respond to SOTE; less aware departments or without no involvement have lower response rate
- ⌘ Emails contain information that SOTEs are available in their Canvas to faculty and students

2.! Professional Standards Committee policy recommendation re: SOTEs

- ⌘ Emailed and posted on team drive
- ⌘ Caroline has problem with the use of "preponderance of evidence" language suggested that the words, reflection, observation or view be used
- ⌘ Brent suggests removal of the words "competence" throughout the policy
- ⌘ And using the word "norm" or "norms" in the policy as a valid measure. This is the very issues that the subcommittee is trying to address

Updates and Action Items:

1.! Develop a Student Guide and FAQ webpage that provides tips and useful information for students as they complete SOTEs and SOLATEs (e.g., how to share and write constructive feedback and how this information is used).

- ⌘ Discussion of items posted in the team Drive Caroline
- ⌘ Send request to Darren about the questions that he has been seeing and put them into the FAQs list
- ⌘ SOTE website workgroup: Wencen and Caroline had a good meeting with Jeff Redd. They met with a web developer, Klaus, that works with Jennifer. Caroline showed the top websites she has seen like University of Michigan's or University of Maryland's website and he said we can do something like that.
- ⌘ Landing webpage has been created and will contain picture of students taking SOTEs on their laptops from back of room; and will have a menu of student, instructor and administrator FAQs.
- ⌘ Students will be assigned to work on this project in January
- ⌘ They can add links to different

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requestsSometimes instructor of record is not updated which means students could be asked to evaluate the wrong instructorIt would be helpful if Darren knows the department admin in charge of SOTES in each department so he would be able to contact them directly if there were issuesMary will create a Google Sheet to send to department chairs so department personnel with responsibility for SOTES can be updated regularly.

e)! When would SOTES additional data be expected?
-see workgroup update below

2. IEA Office updates

- Darren updates were included in other discussions at the meeting.

3. SERB Workgroup Plans/ Updates

- Darren Regarding SOTES analysis Course Eval is hesitant to add data such as the projected course grades SOTES by grade is required by current policy. SERB would also like to have additional data included in reports such as SOTES by instructor. Darren said there was a transition in the IR Office which led to a delay in the report to Course -10 (E) -9 (va) 4 (l) -2 () -10(urwhich v

- Caroline To move forward with the new landing page and FAQ pages for SOTE, we need to create a subcommittee to work on the FAQs uploaded on the website. Wencen and Caroline have found FAQs on other school websites that have been uploaded to the shared Google drive. The subcommittee members are going to be asked to select the questions applicable to SJSU. Taylor and Darren volunteered to participate in this subcommittee and will look at the FAQs for students and administrative general questions. We will also upload answers for other questions previously presented by students and faculty to Darren.

-What we hope to create is a landing page and FAQ pages for SOTE. Then any SOTEs announcement and email responses to inquiries about SOTEs can include these links for people to find answers on the SOTEs webpages. If they don't find answers for their questions, then they can email IR with specific questions that cannot or are not answered by the webpages.

-We have been assigned a person to assist us with creating ~~Review~~ ~~Review~~ pages, but he needs content from SERB, such as the FAQs just discussed.

-Subgroups for each set of FAQs were created and members agreed that these FAQs should be reviewed and finalized by the end of April.

Meeting ended: 1:50 pm.

Student Evaluation Review Board Meeting
Friday, March 13th via Zoom 12pm

Minutes: Mary

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Student Evaluation Review Board Meeting
Friday, April 10th via Zoom 12pm

Minutes:

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- Technical Reporting Subcommittee notes:

Brent gave an update on the subcommittee's plans and the timeline revisions per Covid 19 situation. Given uncertainty with faculty time across SJSU, CSU and UC colleagues, the subcommittee moved to collect data, analyze the SOTEs questions, and consult with additional experts in September. Subsequently, the white paper is expected in Fall/Winter 2020. Brent

Student Evaluation Review Board Meeting
Friday, May 8th via Zoom 12pm

Minutes: Brent Duckor

- Approval of Previous Minutes:

- April minutes prepared by Gigi Smith (posted to Drive)
- Feb, March, and April Technical Reporting subcommittee minutes prepared by Brent Duckor (posted to drive)

Discussion/Action Items

1. Updates and Action Items:

- Spring 2020 and Fall 2020 SOTEs.
- Use of SOTEs in online learning
- RTP Committee training re: SOTEs
- SOTEs by grade thank you to Darren Wilson and James Lee
- Chair election

2. IR Office Updates

3. SERB Workgroup Plans / Updates

- Webpage with SOTE Info (Caroline and Wencen)
- FAQs review

4. Upcoming and Ongoing Activities:

- Technical Reporting Subcommittee update Brent
- SERB meetings next year

5. Announcements/Reminders

- Reminder that SERB documents are posted to Google Drive with agendas and minutes
 - Revised SOTE Interpretation Guide is updated and in use for the current RTP cycle.
- http://www.sjsu.edu/up/faculty/sotes_evaluation_teaching/index.html

Next Meetings

- TBA