

Academic Quality Committee

Meeting Minutes

November 12, 2021, 10:00 a.m.

Chair Jim McNeil called the meeting to order at 10:00 a.m. via Microsoft Teams.

Attendees: Sandra Bevill, David Biek, Paige Crump, S/P/Provost/Dean/Chair (30-01-Ed) (e5E3)JJ (a) or was nominated. The chair elect will be selected at a future meeting.

Chris Tsavetewa shared the charge from the Office of the Provost to the Academic Quality Committee:

- Coordinate a review of MGA's course evaluation instrument and commence a redesign during the Spring Semester of 2022 with a Fall 2022 implementation.
- Generate recommendations to increase course evaluation response rates.
- Generate recommendations related to the course evaluation process.

Chris explained that we have not evaluated or redesigned our course evaluation instrument in ten years. We use a single instrument, i.e., the same survey, for everyone. We have survey software called Blue. We are going to invest time into increasing the capability of Blue. Andy Lenard, our

regarding course evaluations.  
soon. Chris will also share

various documents regarding best practices for course evaluations and the new survey instruments that were recently created by UWG.

Tamatha volunteered to create a Teams channel for the AQC. All the documents Chris referenced will be uploaded into our Teams channel.

Several committee members asked questions associated with creating a new course evaluation instrument including the purpose of course evaluations; the types of questions that should be included on the evaluation (institutional versus departmental questions); should student focus groups review the new instrument, etc. Chris noted that these questions are within the purview of our charge, and they are a good starting point for the committee.

Jim adjourned the meeting at 11:25 a.m.

Minutes submitted by Tamatha.