Academic Quality Committee

Wednesday, April 12, 2023, 11:00 a.m. via Microsoft Teams

Members: Paige

upcoming year.

AQC recommendations for Academic Year 2023-2024 charges:

1. Follow up on the new Course Experience Feedback questions and utilization in classes.

a. Review data from the pilot to see if there is an increase in student response rates

b. Send a survey to the instructors involved in the pilot for information on the following:

i. Type of class (F2F, hybrid, online)

ii. School and Department

iii. Were any incentives used in the course to help increase the number of students that completed the feedback

There was some discussion about the value of surveying faculty regarding incentives usage if we do not have data about faculty use of incentives from the past. It was decided that this information could be valuable as a baseline moving forward.

Dr. Haslip moved to approve this recommendation; Dr. Wengier seconded. The recommendation passed.

2. Review cycle:

In three years, the committee needs to begin surveying faculty about how the questions are working and/or issues that need to be addressed along with the committee's review of the questions. By year 5 (meaning the new feedback questions have been in effect for 5 years), the committee needs to present an updated form of the questions and instructions for approval by the Faculty Senate. Any updates in other locations like the Faculty Handbook and/or CETL must be updated as well.

3. Online Course Building and Instruction:

This has been raised by several people and some from faculty and student feedback. This would be housed in CETL.

a. Create a best practice for online instruction at MGA

b. Have some type of monthly (regular) brown bag lunch to discuss online instruction on each campus and/or online to facilitate

d. Train Faculty how to build online material, how to load and build in D2L, best ways to evaluate students

e. Evaluate courses through Quality Matters before they go live

f. Provide "new" online instructors with an experienced mentor that has been teaching online for some time. This would also fall under the new faculty mentor program that will begin as part of CETL. However, the instructor that is teaching online may have been at MGA for years, but this is the first time they are developing and teaching fully online.

g. Have training(s) for online courses within departments, within faculty, etc.

h. Look for what is working and what is not.

i. Ask for a list of 2-3 top online instructors in each department that can serve as trainers in certain areas for CETL faculty workshops. Ex. Someone who is good with discussions, someone that uses applied learning, etc.

Dr. Christian moved to approve our second and third recommendation; Dr. Wengeir seconded. The motion passed without objection.

Dr. McRae mentioned that CETL plans to provide funding for another twenty-five faculty members to receive Quality Matters training. He also reminded faculty that we recently hired a full-time Instructional Designer, Ms. Katie Shepard.

The meeting was adjourned.

Minutes recorded and submitted by Ms. Lambert.

* At the Friday, April 28, 2023, Faculty Senate meeting an announcement was made about the "NA" limitation in the software used to create and administer the Course Experience Feedback. "NA" functionality is available and will be applied to the questions we identified previously.