Dear Advancement of Teaching Committee,

On behalf of the Faculty Senate Executive Committee, I would like to provide you with an update and ask for your assistance in implementation of an new electronic/automated Student Evaluation of Teaching form.

First, an update:

Catherine Williams and Deb Pence (Chair, Faculty Senate Task Force for SET) were asked by provost Randhawa to implement the many benefits (environmental, costs, consistency of implementation, etc.) of computerizing our current Student Evaluation of Teaching without lessening the quality and integrity of the student evaluation of teaching process. The Faculty Senate Task Force for SET worked with Catherine to see if they could incorporate their revised SET into this automation task. After discussion they agreed that the Task Force should not rush their revisions to meet the cost savings deadline. They decided to automate the current process and then revise the computerized process when the Task Force’s work on content was ready. This proposal was reviewed by Sabah and the IT Budget Committee and approved on November 20, 2009. (The proposal is attached below) The Faculty Senate Task Force for SET conducted a pilot test of the electronic version during Winter Term 2010 and there are individuals from the Task Force who are willing to conduct another pilot test for Spring Term 2010. The original implementation deadline was Spring 2010.

Our request:

The Executive Committee of the Faculty Senate met with Catherine and Sabah last Friday to discuss next steps in the implementation. The decision was made to postpone the implementation until Fall 2010. There are a number of implementation questions that we believe the AOT could provide important input and guidance. I’ve copied Deb Pence on this email since she and others were involved with the pilot test and can provide results and insights to the process. In addition, she can provide you with names of the individuals who are willing to pilot test the process this term.

1) Therefore, please work with Catherine Williams to address the following questions:
   • It is imperative that students understand the importance of responding to the SET and that the electronic SETs get as good a response rate as possible.
     o What instructions should be given to students to encourage them to complete the form and to assure confidentiality?
What types of incentives are needed? e.g., UO uses this same process and they withhold students’ grades until they have completed or indicated that they do not want to complete the SET for the course. Are there other incentives for students?

- How will the information be disseminated to instructors and supervisors? Current policy is that any written comments go only to the instructor. Other tabulations are provided to supervisors and instructors. How will this policy be assured?
- Other questions that the AOT comes up with as implementation plans are undertaken.

2) In addition, we’d like to ask you to develop a communication plan for faculty and students to inform them of the upcoming change in process, assuring them of the integrity of the process. I will be announcing that this process is underway at this week’s Faculty Senate meeting. A website with information and examples might be useful and could be sent out to faculty this term and again in the Fall. The Faculty Senate office can assist in getting the word out to faculty. My experience is that with changes such as this, early, consistent, and on-going communications are important for faculty buy-in.

Kurt, as Chair of the AOT, please take the lead in connecting with Catherine and Deb to determine the best method for moving forward with this implementation process, with addressing these questions, and in assuring an effective communications process.

I appreciate all your work on this process! Please let me know if you have any questions or need clarity on any of this. Thanks!!

Leslie

Leslie Davis Burns, Ph.D. | Professor and Chair | Department of Design and Human Environment |
President, Faculty Senate Oregon State University | Milam 224, Corvallis, Oregon 97331 T: 541.737.0983 | F: 541-737-0993 | Leslie.Burns@oregonstate.edu | www.hhs.oregonstate.edu/dhe/