

**Faculty Senate**  
**Information Technology Committee**  
**A G E N D A**

Meeting Date: January 22, 2018

Meeting Time: 2:00 – 3:00 p.m.

Meeting Location: HPA1, room 335

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes of January 9, 2018**
- 4. Announcements and Recognition of Guests**
- 5. Old Business**
- 6. New Business**
  - a. Faculty Feedback Regarding Releasing SPoI Data
  - b. Outside Vendor Update – Explorance Blue
  - c. Develop Strategy to Move Forward
- 7. Adjournment**

# Faculty Senate Information Technology Committee

## Meeting Minutes

9 January 2018, 3:30-4:30 PM  
HPA1, room 335

### 1. Call to Order

The Meeting was called to order at 3:30 pm.  
Request volunteer minutes taker: Athena Hoepfner.

### 2. Roll Call

#### Members In attendance:

Athena Hoepfner, Bert Scott, Clay Posey, Gregory Welch, Jee Yeon Hahm, John Schultz, Matthew Marino, Pieter Kik, Reid Oetjen, Stephanie Vie, and Sumanta Pattanaik.

#### Guests:

UCF IT: David Conova, Lisa Wyate, Michael Sink, David Canova, Michael Davignon.  
IT&R: Joel Hartman. Registrar's Office: Brian Boyd and Steven Sesit.

### 3. Approval of Minutes.

27 November 2017 were approved.  
Minutes from the 23 October 2017 meeting currently unavailable. Reid will send them later.  
Approval tabled until next meeting.

### 4. Announcements and Recognition of Guests

No announcements. See Guests listed above.

### 5. Old Business

None

### 6. New Business: Student Perception of Instruction

Several guests from units involved with SPoI attended the meeting and contributed to the discussion. The group discussed several issues related to SPoI.

#### **Off-Cycle Courses and SPoI**

Some courses, including special tuition programs, do not adhere to the typical semester dates. Currently, the Test Scoring Services do not process mid-cycle or mid-term SPoIs. The processing is done at the end of each term, after submission of final grades. The off-cycle courses need a means to get SPoI processed for timely evaluation. Changes to the process need to be approved by the Senate and the Registrar's Office.

The Registrar sets when the evaluations are live for students. The Faculty Senate decides which courses use the SPoI survey. No courses with enrollment less than 5 may use the survey, for the sake of keeping responses anonymous.

Testing Services confirmed that it possible to process the SPoIs and deliver the information mid-semester. They need to know about the short and off-cycle courses in advance so those courses can be set up as an exception and also need guidance on the timing for the surveys. Processing and delivery of SPoI results is typically less than seven days but must be **\*after\*** the final exam week. For exceptions, the processing may take as little as a day. Past experience shows that a two week window for completing the survey results in a better response rate than one week.

Testing Services points out that many of the errors that occur during SPoI processing result from bad data entered about the course at the beginning of the semester. A faculty or departmental review of the course data prior to releasing the survey may reduce errors.

### **Student Experience and Response Rate.**

The current overall response rate is approximately 60%. Real time information on response rates would be useful for faculty, as well as more detailed information about the responses, such as the number of questions completed and the time spent in the survey.

Currently, MyUCF presents students with a one-time pop-up to prompt them to complete the SPoI survey. Students report that the pop-up often comes at inconvenient times. They may either skip survey or “Christmas tree” their responses. Removing the pop-up would likely reduce the survey response rate. Prizes, awards, convenient access to the SPoI results, and reminders in various systems such as Canvas or via text are some ideas for encouraging survey completion. Punitive approaches, such as restricting access to grades or other essential UCF information and services, are problematic and ill advised.

### **SPoI Results Access, Display, and Enhancements.**

SPoI results and statistical analysis are sent to Faculty administrators and then to faculty as PDFs. The format is not convenient. Faculty can view data via their own SPoI data in the Pegasus Mine Portal, but cannot view department, college, or university-wide averages.

The UCF Libraries does not have the SPoI data in either print or file format, but will explore options to collect, host, and preserve the data. SPoI data from 1996 to 2017 files are can be accessed and downloaded from <http://net11019.net.ucf.edu/spi.html>

The comments portion of the survey are very helpful for faculty but are not available in the Pegasus Mine Portal or other distributed data files. Comments are currently distributed via PDF and viewable by the individual faculty and their administrators.

Students currently do not have convenient access to the SPoI results and have the perception that the survey have no impact. The Student Government Association would like the ratings to be made available. Reid and others discussed an approach similar to Amazon or Trip Advisor, presenting overall SPoI results for faculty as a 1 to 5 star rating.

The idea of a Dashboard for the SPoI results was well received by meeting attendees. The dashboard could be accessible to the faculty (to see their results), and perhaps to students. It could present the SPoI and additional data, such as grade distributions, overall ratings for

faculty. Ideally it would allow faculty to access their full SPoI archive, see relevant averages, and provide graphs and other visuals.

Action items:

- ITC members should poll their Colleges to find out what faculty what SPoI data they are comfortable having easily shared.
- What are the restrictions and framework from the Faculty Senate and law? Does either Sunshine or FERPA apply? Reid will follow up.
- Contact student government to find out what they want.
- Contact Paige Borden to find out what changes and enhancements are feasible.

## **7. Adjournment**

Meeting adjourned at 4:40pm

Minutes submitted by Athena Hoepfner