

**Academic Policies Committee**  
**Minutes**  
**15 January 2016**

**In Attendance:** Anne Barnhart, Ajith DeSilva, Shelly Elman, Cheryl Brown, Emily McKendry-Smith, Patrick Hadley, Jennifer Heidorn, Debra MacComb, Sally Richter Guest: Beth René Roepnack, Associate Director of Online Faculty Development

The meeting began at 3:31pm

- I. Minutes
  - a. The minutes from the 20 November 2015 meeting were approved.
  
- II. Update on online student evaluations
  - a. It was pointed out that because student evaluations are optional, faculty cannot give incentives (like extra credit) to individual students to get them to do the evaluations.
    - i. However, one can give the class as a whole an incentive by setting a goal like if 80% of the students enrolled in the class complete the evaluation, then the entire class gets extra credit.
  - b. Dr. Roepnack discussed what is currently done to alert students to the evaluations:
    - i. Emails are sent to faculty highlighting tips on making students aware the evaluations are available
    - ii. Emails to students with detailed instructions on how to access the evaluations
    - iii. Studies show that the best way to get students to complete evaluations is if the instructor of the course makes the students aware of their availability.
    - iv. One way to get students to do them is for an instructor to send out midterm evaluations on the course.
      1. It not only gives students the opportunity to give feedback halfway into the course, but they also are able to discuss that feedback and perhaps see changes made as a result of it. This gives them more incentive to do the SEIs at the end of the term.
  - c. Dr. Roepnack pointed out that the same evaluation is used for online courses as those used for face-to-face courses.
    - i. She distributed a handout with possible revisions to the current student evaluation that speak specifically to online courses.
    - ii. Questions having to do with punctuality and attendance don't necessarily refer to online courses directly and may turn students off from the online evaluation.
    - iii. The APC determined to check with the faculty from each college to see if they believe a specific SEI geared toward online courses is necessary.
      1. Dr. Roepnack offered the assistance of the Online Faculty Development Office if it is determined that APC should make a version of the SEI for online courses.
  - d. It was also pointed out that the online SEIs become unavailable to students after grades are in.
    - i. This is later than face-to-face course evaluations are made available.
    - ii. The APC will check to see if the release and closing of online SEIs can be at least a week earlier than the current dates.
  - e. How do other USG institutions handle online SEIs?

- i. Kennesaw: all of their student evaluations are online
    - 1. They've seen a decrease in student evaluation participation as a result of going totally online
    - 2. They use Digital Measures for their evaluations
    - 3. Links for students to go to the online evaluations are put into BanWeb as well as in D2L
    - 4. They end the availability of the course evaluation before grades are due.
  - ii. UGA
    - 1. Include a link in the electronic syllabus
    - 2. Remind students a few times during the semester
      - a. Post updates with links in the course management system
    - 3. Access evaluation roster online and check the names of the student who submitted their evaluations
    - 4. Write directly to those who have not done evaluations yet and politely ask them to fill out the evaluations, usually, that's when their final grades are being assigned
    - 5. Have high percentage of complete online evaluations because are able to offer a very small amount of extra credit for students who complete the evaluation.
      - a. Able to obtain a list of names of student who complete evaluations (names only, not answers to evaluation questions) and can give extra credit that way
  - iii. GA Southern and Columbus State were similar to Kennesaw
  - iv. Still waiting to hear from someone from GA State
- III. Update on ad hoc Dual Enrollment Committee
  - a. Scott Sykes from Math has agreed to serve
  - b. Debra MacComb will be the APC representative
  - c. Shelly will contact Elizabeth Kramer again to see about one or two more from COAH
- IV. There was no update on the Title IX syllabus language
- V. Old Business
  - a. Administrative/Hardship Withdrawal update
    - i. Shelly will contact Associate Deans of each college and ask them to revise, edit the language the APC changed.
- VI. New Business
  - a. Meeting Dates:
    - i. February 19 (changed from February 12 because there is an LDI on February 12)
    - ii. March 4
    - iii. April 8
  - b. This semester, APC will meet at 2pm rather than at 3:30.
  - c. All meetings will be in the Conference Room in the Martha Munro building.

The meeting adjourned at 4:22