



FACULTY SENATE

Student Affairs Committee

Minutes

427a Waterman

November 8, 2018

8:30-10:00

Present	Kenneth Allen (CNHS), Jamie Benson (SGA), Sin Yee Chan (CAS), Jonathan Flyer (LCOM), Aarzo Grover (GSS), Karla Karstens (CEMS), Patricia Mardeusz (LIB), Omar Oyarzabal (EXT), Cathy Paris (FS President), Stephen Pintauro (CALs), Jennifer Prue (CESS), Nancy Welch (CAS)
Absent	Thomas Chittenden (GSB), Trish O’Kane (RSENr)
Guests	Joey Campbell (GSS) Laura Clemmons (SAS), Lilly Hayward (SGA), Caitlin McHugh (SGA), Sharon Mone (SGA), Brooke Stellman (SGA), Annie Stevens

Co-Chair Jennifer Prue called the meeting to order at 8:30 in Waterman 427a.

- 1. Minutes.** The minutes of October 11, 2018 were approved as written.
- 2. Student Panel – Introduction & Discussion on Outside of Class Required Events.** SAC is interested in the student perspective on outside of class required events. Input students shared included.
 - The use of blackboard and how assignments are presented to students. There are faculty that e-mail students late at night with assignments that are required the next day. Students don’t always get the assignments in time, this impacts grades.
 - The use of added on-line content to a regular lecture, even though it is not a hybrid class.
 - Scheduled courses going over the timeframe they are allotted.
 - SI courses, added 10 hours of office instruction. It was on syllabus but not made clear when registering for class.
 - Making outings that are not accessible for all students, some include travel. This also could be an issue for ACCESS students.
 - What is specified during registration and what is specified in the syllabus?
 - Having meaningful expanded course descriptions would help students determine if they have the ability / availability to take a class. Adding a posted link to syllabus (even if it is a previous syllabus that can give students a general idea).
 - Short notice addition of required out of class requirements. Is there a way for students who cannot attend get support?
 - Add/ Drop period is so short, if you add a class you may miss the information that is essential.

The committee identified three main topics.

- Faculty communication of expectation, preferably before students register.
- Faculty thinking through supplemental instruction to make sure that the amount of time needed to complete course is feasible.
- Requirements around attendance at workshops and lectures.

3. Faculty Survey on topic of outside class events.

FACULTY AND STUDENT SURVEYS

Student Affairs Committee Meeting

November 8, 2018

Original Statements

- Through many, many discussions we heard that:
 - Students are asked to participate (attend, etc.) of activities that occur OUTSIDE the officially scheduled class times
 - Participation in these activities MAY IMPACT students' grades
 - The degree of impact on students' grades is not well known

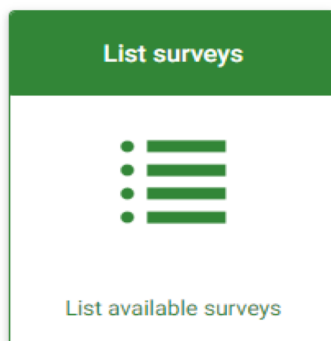
Surveys to Determine

- What is the extent of this issue?
- Can we collect actual DATA to further justify any conversation about this topic?
- Survey faculty and students
- Are surveys enough?
- Should we use other tools (in-depth interviews, etc.) to elicit data?



This is the LimeSurvey admin interface. Start to build your survey from here.

Last visited question: Question9 : What comments do you have about faculty requirin...



Survey Design

ANSWERS



Questions

Survey Design To Get A Range of Answers

QUESTIONS



Answers

Parts of A Survey

- **“Demographics” questions**
 - Grouping of participants
- Questions of interest

Demographics Questions

- Faculty
- College
- Undergraduate / graduate
- Teaching experience, etc.
 - The degree of granularity varies
 - The more we ask, the more we can easily identify one individual in a small department

Importance of IRB Review

- Question:
 - Is IRB approval needed for this, and if so, do you anticipate a larger body of academic work?
- My answer:
 - YES (for the first part). It is also GOOD PRACTICE
 - The committee should decide if we want to pursue a “larger body of academic work”

Importance of IRB Review

- The issue of **consent** (voluntary participation / withdrawal) is a serious issue
- We also want IRB feedback related to:
 - Risk
 - **Confidentiality**
 - Procedures to secure all data

Importance of IRB Review

My suggestion:

Let the Committee on Human Research in the Behavioral and Social Sciences (CHRBSS) within UVM review these finished surveys

Non-research determination tool:

<https://www.uvm.edu/rpo/forms/not-research-self-determination-tool>

The committee will continue this conversation at its next meeting.

4. New Business. There was no new business at this time.

The meeting adjourned at 10:01am. The next meeting of the SAC is scheduled for December 6, 2018 from 8:30am to 10:00am in Waterman 427a.