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?
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](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.