**Faculty Senate Working Group on Student Assessment of Instruction (SAI)**

**Report**

Dr. Bill Kirkwood requested a working group from the members of the Faculty Senate be convened to address the move to online SAIs. Working group members include: Susan Epps, Chair; Allan Forsman, Ken Kellogg, Theresa McGarry, Delanna Reed, and Ron Zucker

The group met for the first time on Oct. 20, 2011 at which time Dr. Kirkwood presented the group with its charge:

* The Senate will recommend ways to motivate students to complete the online SAI to insure acceptable response rates.
* The Senate will recommend endorsement of online administration of SAIs in all courses, instead of the current minimum of two per term.\*
* The Senate will recommend a process for revising the SAI instrument (question/form), if it deems appropriate, on a calendar of its choosing. \*
* The Senate will resolve the issue of whether to disseminate SAI results publicly.\*

The group met again on Tuesday, Nov. 22, 2011 and Friday, Jan. 20, 2012. In addition to discussing the move to online SAIs, we reviewed information provided by the College of Pharmacy regarding their experience with online SAIs and the response rate they have. Because there was still some confusion about our charge, I met with Dr. Kirkwood on Jan. 30, 2012 for clarification. At that time he requested the group focus on 1) strategies the Senate could support to motivate students to complete the online SAIs and 2) strategies the Senate would **not** support as ways to get a higher response rate. *\*These items were not included in what we were asked to do on clarification.*

The working group then corresponded by email and requested the Senators poll their departments regarding the short list of strategies the working group presented for review:

Strategies to encourage completion of the SAIs online:

1.      Withholding grades

2.      No penalties for non-completion – just offer them and see what response rate we get

3.      Telling students we take them seriously/encouraging them to complete the SAIs

 Strategies we can’t support:

1. Extra credit or bonus points added to final grade for completion

The working group presented a report to the Senate on Feb. 20, 2012. At this meeting, a number of students from a journalism class were there to observe and were willing to provide the student perspective. Based on the discussion with the students and Senate, (minutes of the meeting with the comments included are available) the working group respectfully makes the following comments regarding the online administration of the SAI:

**As ETSU moves to the online administration of SAIs, we recommend that students are provided with an explanation of how SAIs are used, including use in promotion and tenure decisions. Faculty would like a review of the questions on the SAI so that responses are valuable to the faculty and provide enough information for the faculty member to make changes as appropriate. Since faculty who value the SAIs are more likely to encourage their students to complete them anyway, we recommend neither carrot nor stick as strategies to improve response rates, but a pilot to see just what response we get by asking students to complete them. Once the pilot is completed, we will have more information regarding the response rate and can revisit the issue at that time.**

***A copy of this report was emailed to the working group members for approval. Upon email approval from the group, this was submitted to Dr. Bill Kirkwood on February 29, 2012 and to Faculty Senate President, Dr. Tom Schacht on April 12, 2012***