



SEI Committee Report Faculty Senate

November 20, 2019

1. The SEI committee met on November 6, 2019. The Committee is now under the direction of Dr. Blanca Bauer, Office of Institutional Effectiveness (IE). In addition to Dr. Blanca, there are currently three standing members from Institutional Effectiveness on the committee. Three new members joined the SEI Committee this year:

Zhu, Zhiwei	Busn Admin
Springer, Tamla	Engineering
Kimball, James	Sciences

The SEI committee typically meets in the Fall and Spring during the week prior to which SEIs are pushed out to students. Prior to committee meetings and during the week SEIs go out, the chairperson, Nancy Autin, meets with IE member to discuss process and monitor progress of delivery of surveys. This process usually takes a full day, starting at 6am, ending around 6pm to get the surveys out.

Discussion Points

- Response data for the past five years from both on-line and traditional SEIs were reviewed: The average response for Fall semesters over past 5 years was 42.2%. The highest response rate for Fall semesters occurred Fall 2018 (47%). The average response for Spring semesters over past 5 years was 40%. The highest response rate for Fall semesters occurred Spring 2019 (43%).
- Fall 19 surveys are out now. They will close at midnight on December 8. The current surveys reflect the change initiated Fall 16 feature that places the specific course and the specific instructor into the header of the relevant sections as a reminder of which course this SEI is to be applied. This eliminates the “mistaken identity” issue of the past. The current surveys also reflect a *Not Applicable* or *No Information* choice where appropriate. This change, too, was implemented Fall 16.
- Student Certificates: Students are receiving reminders every 4 days. As each survey is completed, an electronic certificate of participation is emailed to the student.
- Faculty Dashboards: Percentage of survey completed for each course taught appear in Moodle on faculty dashboard throughout the open period.
- Response Rate Snapshots: Periodic snapshots of response rates are provided to deans and department heads during the open survey period. This is an overall summary rate; not an individual course or teacher response rate.

Survey Instrument

The surveys were reviewed and updated during 2014-15 with changes implemented in 2016. It is time to review the surveys again and modify based on current needs and in conjunction with committee research findings. A brief preliminary discussion took place; a greater focus will be given to this topic at the Spring 2020 SEI Committee meeting. The chair will meet with IE staff to prepare a process for this review. It is anticipated that this review will begin in early January 2020.

Improving faculty response rate to the brief questionnaire included in the email when SEI Reports are sent out will also be studied. It is anticipated that a deeper discussion on this topic will take place prior to Spring 2020 before faculty SEI reports are mailed.

2019-20 Goals

- Rewrite the current responsibility description for SEI Committee for greater clarity, accuracy, and grammatical correctness. Get approval from IE.
- Address immediate concerns related to the process and distribution of surveys
- Committee will continue to Track Trends and Current Concerns (both students and faculty)
- Continue Research and write summary report findings for university administrators.
- Collaborate with other university committees on issues related to SEIs that fall within an area of responsibility of the SEI Committee.