

Professional Standards Committee Minutes – March 20, 2017

Present: Jennifer Neighbors (chair), Garrett Milam, Amanda Mifflin, Suzanne Holland, Matt Warning, Kris Bartanen, Fred Hamel, Denise Despres and Amy Odegard.

1. The committee approved minutes from the March 6, 2017 meeting with minor revisions.
2. A request from a department regarding changes to their evaluation guidelines was discussed. Jennifer Neighbors will communicate with the department about next steps.
3. Fred Hamel and Suzanne Holland presented the committee with revised drafts of the two evaluation forms under consideration for potential use in team-taught courses (the standard evaluation form with an addendum specific to the team-taught nature of the course, and an alternative evaluation form geared entirely toward the team-taught nature of the course). The committee worked on refining the language of both evaluation forms. Fred Hamel will finalize the edits discussed and prepare the documents for consideration by the Faculty Senate. Drafts of the two evaluation documents are attached as Appendices.

Minutes submitted by Amanda Mifflin

Appendix 1.

PUGET SOUND Evaluation Addendum for Team-taught Courses

To the student: Team-taught courses rely upon the collaborative work of two or more instructors in course design, instruction, and assessment. This evaluation page asks you to evaluate the course you have just taken using criteria related to the joint work of your instructors. Your responses will be used by instructors to improve the course as a whole and by the university to inform the evaluation of an individual's instructor's teaching. Your instructors will not see these evaluation forms until after they have turned in final grades.

Collaborative / Joint Teaching Criteria

a. There was evidence of a thoughtful team-teaching approach/design to the course.	1 2 3 4 5
b. Communication and collaboration between instructors was evident.	1 2 3 4 5
c. The collaborative teaching added to the level of intellectual engagement and critical thinking in this course.	1 2 3 4 5
d. The team teaching or collaborative instruction enhanced my learning.	1 2 3 4 5

Please explain the choices you checked above with comments that help give context to your ratings.

Overall Comments. Please consider your overall experience with this team taught course:

a. What were strengths of the team teaching dimension of this course?

b. What might be improved with respect to the team teaching dimension of this course?

c. What other observations would help the instructors of this course understand your experience of their team teaching?

Appendix 2.

PUGET SOUND Team-taught Course Evaluation Form

To the Student: A team-taught course relies on the collaborative work of two or more instructors. Because team-taught courses are meant to be collaborative efforts, this form asks you to evaluate the course you have just taken using criteria related to the joint work of your instructors.

The evaluation you are about to write is an important document. The information provided will be used by the university in the evaluation of your instructors' teaching. It will also be used for improving course structure and teaching. Your evaluation does count. You are encouraged to respond thoughtfully, to take this evaluation seriously, and to provide written remarks. Your instructors will not see these evaluation forms until after they have turned in final grades. If you do not want the instructors to see your hand-written form, check this box and your responses will be typed before it is given to the instructors.

Course # _____ Semester _____ Year _____

Instructors' Names _____

Major _____ Minor (if applicable) _____

Status: ___ First Year ___ Sophomore ___ Junior ___ Senior ___ Graduate Student

1. Course Design, Collaboration, and Communication

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| a. There was evidence of a thoughtful team-teaching approach/design to the course. | 1 2 3 4 5 |
| b. Overall the course was well organized. | 1 2 3 4 5 |
| c. Collaboration between instructors and/or joint teaching enhanced the course. | 1 2 3 4 5 |
| d. The instructors were well prepared for class sessions. | 1 2 3 4 5 |
| e. The instructors established clear expectations of students' responsibilities. | 1 2 3 4 5 |

Please explain the choices you checked above with comments that help give context to your ratings.

2. Promotion of Students' Learning

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|--|-----------|
| a. The combined efforts of instructors helped students master relevant concepts and skills | 1 2 3 4 5 |
| b. The instructors were intellectually challenging. | 1 2 3 4 5 |
| c. The instructors encouraged students to take learning seriously and to think critically. | 1 2 3 4 5 |
| d. The instructors encouraged students' intellectual self-reliance and self-motivation. | 1 2 3 4 5 |
| e. Instructors presented material in a manner that facilitated student learning. | 1 2 3 4 5 |

Please explain the choices you checked above with comments that help give context to your ratings. If you wish to speak to an individual instructor's promotion of learning, please do so here.

3. Interaction with Students

a. The instructors showed concern for the students' understanding of the material.	1 2 3 4 5
b. The instructors were respectful of a variety of viewpoints.	1 2 3 4 5
c. The instructors were available during office hours and by appointment.	1 2 3 4 5
d. The instructors led students to engage the course material.	1 2 3 4 5

Please explain the choices you checked above with comments that help give context to your ratings. If you wish to speak to an individual instructor's interaction with students, please do so here.

4. Evaluation of Students' Learning

a. Evaluated coursework (papers, activities, performances, quizzes, group projects, tests, etc.) contributed to my learning.	1 2 3 4 5
b. Coursework and assessments were consistent with course content and goals.	1 2 3 4 5
c. Instructors provided reasonable preparation for graded coursework.	1 2 3 4 5
d. Instructors did a thorough job of evaluating my work.	1 2 3 4 5

Please explain the choices you checked above with comments that help give context to your ratings. If you wish to speak to an individual instructor's evaluation of students' learning, please do so here.

5. Overall Course Evaluation

After carefully considering the items above, provide an overall rating for this team-taught course.	1 2 3 4 5
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a. What were strengths of the team-teaching in this course?

b. What might be improved? Please provide feedback about the course that would be helpful for the instructors to know in preparing to teach this course again.