

Instructor Course Evaluations

Discussions in the teaching and learning literature show that student course evaluations are both reliable and valid (see for example [Gravestock and Gregor-Greenleaf, 2008](#)). As a result, the outcomes of the course evaluations you receive from your students accurately represent the teaching and learning process that you have built into your course. This is why it is important that we continually assess our students on our performance so that we can make course corrections if necessary.

At SVSU adjunct faculty are contractually required to administer Instructor Course Evaluations to their students. There are now two kinds of Instructor Course Evaluations: the traditional paper Instructor Course Evaluations and the VSpace accessible Instructor Course Evaluations.

1. Paper Instructor Course Evaluations must be used by faculty who do not have classes that meet in computer classrooms.

Instructions: You are required to have all of your courses evaluated prior to November 23rd for the Fall semester. The Deans will pick up and review your evaluations and then give them to your department chair for review. The Chairs will return your evaluations to you by February 15th. If you don't hear from your chair by that date, please ask your chair for your evaluations. S/he should have them ready to give to you.

As in years past, the same rules apply for administering the evaluations. Faculty members are required to leave the room while students complete the Instructor Course Evaluation form. On campus instructors should ask a reliable student to carry the evaluations to Wickes Hall 216 or to the book drop in the Regional Education Center and you may accompany this student, if you chose. If you are an off-campus instructor, have the evaluations taken to the office at your off campus site.

The Evaluation forms can be obtained from your faculty secretary, the Office of Adjunct Faculty Support Programs (Science East 201 or REC 135), or from REC - Macomb staff.

2. VSpace Instructor Course Evaluations may be used only by faculty who have classes that meet in computer classrooms. These are to be completed in the computer lab during class time. However, you have the option to use paper evaluations if you choose even if you are in a computer classroom (see directions above for this process).

VSpace Instructions: You are required to have all of your courses evaluated prior to November 23rd for the Fall semester. You will have access to the results of the evaluations the day after grades are due (December 22nd).

The VSpace online Instructor Course Evaluations can be accessed by logging into VSpace and going to "My Workspace." In the tools section on that page, you will see a link that reads, *Course Evaluation*. Follow that link to a page which lists the courses you have on VSpace. There you can select the courses you teach which meet in a computer classroom for which you would like your students to complete your evaluations. You should leave the classroom while your students are completing the evaluations.

Once you receive your course evaluation results, you should spend some time thinking about what your students had to say. These summative evaluations are really helpful in allowing you to close the loop in your teaching by addressing any problems with your course and making appropriate changes for future classes.

Gravestock, P and Gregor-Greenleaf, E. (2008). *Student Course Evaluations: Research, Models and Trends*. The Higher Education Quality Council of Ontario, Canada. Retrieved from <http://www.heqco.ca/SiteCollectionDocuments/Student%20Course%20Evaluations.pdf>

Lunch and Learn

The subject for **November's Lunch and Learn is Student Motivation.**

Bring a bag lunch and join other adjunct faculty on Friday, November 18th in SE 201 for an hour of lively discussion and fun teaching ideas.

Winners Announced

Congratulations to the following winners for this years "Count the Candy Corn in the head" Contest:

- 1st Place - Meshal Ahmad
- 2nd Place -D. Kueffner
- 3rd Place - Jennifer Colling



Grapes of Wrath Book Club



The Grapes of Wrath Book Club will be meeting on Friday, November 4th at 4:30 in Science East 201. Come and share teaching experiences (either wrathful or excellent) with some great colleagues in a relaxed setting. Aged grapes will be provided for refreshment.

Sexual Harrasment

According to the U.S. Department of Education's Office for Civil Rights (OCR) (2008), sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's education program. Sexual harassment can take varying forms so it important that we, as educators, be mindful that any act, if it is considered to be unwelcomed by a student, can be perceived as sexual harassment.

One form of sexual harassment occurs when a faculty member suggests that a student could benefit if s/he submits to some unwelcomed sexual suggestion. Another form can occur when a faculty member creates or is perceived as creating a hostile environment which might impede a student's ability to learn.

All faculty should be aware that sexual remarks or any form of unwanted physical conduct may be offensive and can make students feel uncomfortable. To avoid such situations the following guidelines have been suggested:

- Do not repeat behavior if you have been told that it is not wanted. If you are in doubt, stop the behavior.
- Ask if something you do or say is being perceived as offensive or unwelcome. If the answer is yes, stop the behavior.
- Do not interpret someone's silence as consent. Look for other nonverbal signals.

Do not retaliate if someone accuses you of sexual harassment. Retaliation is against the law and is considered an additional or separate offense.

The non-discrimination policy for the SVSU reads: *SVSU does not discriminate based on race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability or veteran status in the provision of education, employment, or other services.*

Therefore, any of the guidelines listed above can also be applied to any of the statuses listed in the non-discrimination policy. As faculty, we must always be mindful that one of our principle roles is to model professional behavior for our students. Any discriminatory act flies in the face of this principle.

For further information regarding SVSU's policies and procedures on harassment, please follow this link, [SVSU Anti-Harassment/Discrimination Policy](#). For more information regarding gender issues and creating a more inclusive classroom environment, please refer to this [page](#).

Year Contract/Section Assignments:

If your department chair has spoken with you regarding classes for Winter 2012 semester, you will be receiving an email asking you to go to Cardinal Direct to accept your Section Assignment(s) starting November 21, 2011. If you are new to the University the email will also ask you to complete the Year Contract.

The directions for using the Year Contract/Section Assignment process may be accessed at http://www.svsu.edu/typo/fileadmin/websites/officeofadjunct/Forms/SA_Contract_Instructions.pdf

Reminders

The Thanksgiving recess will begin on Nov 23rd and end on the 27th. The University will be closed during these days. Classes end on December 10th. Final exams begin on December 12th and end on December 17th. Final grades are due by Noon on December 21st. The University and our office will be closed over Winter Break from December 23rd to January 2nd. We will reopen from 8:00 until 4:30 on January 3rd. Regular office hours will resume on January 9th.

Winter 2012 Adjunct Faculty Orientation



The Winter 2012 Adjunct Faculty Orientation will be held on Wednesday, January 4th from 5:00 to 9:00 pm in the Emeriti Room. This Orientation is intended for adjunct faculty who are new or "newer" to the University. Information regarding University support services, technology use and a presentation titled, "SVSU Adjunct Faculty 101" will be offered. Dinner will be served at five and the presentations will follow. Any member of the adjunct faculty who attends this orientation will receive \$50.00 in compensation. If you are interested in attending please register by calling us at 989-964-4050, writing us at adjunctfaculty@svsu.edu or going online and registering at www.svsu.edu/workshops. We look forward to seeing you then!

Assessing Student Learning and Classroom Assessment Techniques

Assessment comes in a few flavors. Two flavors that are really important to the teaching and learning process are formative assessment and summative assessment. Most instructors spend the bulk of their assessments engaging in summative assessment. Summative assessment provides information on how well a student learned a particular amount of content. It can also be characterized as assessing an entire class or program to see if the proposed learning materials and learning processes met with the intent of the course objectives. Summative assessments tend to be quantitative in nature and are scored using numbers or letter grades.

Formative assessment, on the other hand, tends to be more complex than summative assessment. It is assessment that is intended, by the evaluator, as a means of improving course material and course delivery (Scriven, 1996). Therefore, formative assessment seeks to determine whether the course content is understood by the students, to check on the effectiveness of the teaching methods being employed in the classroom and to see if the students are actually learning correctly. The book, *Classroom Assessment Techniques (CAT)* (Angelo and Cross, 1993), offers a plethora of examples for administering formative forms of assessment. These *CATs* can be administered quickly and are capable of providing instant feedback. Some faculty use *CATs* in every class to make certain that the students are understanding the material being delivered. If it becomes apparent that there is a problem with student understanding, an instant course correction can be made.

Two popular *CATs* are the One-Minute Paper and the Muddiest Point. Using the One-Minute Paper, students, at the end of the class period, are asked a question like, "What was the most important thing I learned in class today?" They are given a minute to respond anonymously and then turn their responses in to the faculty member. The faculty member reviews the papers and then uses the results of the assessment to clarify, correct or amend any misunderstandings. The Muddiest Point is similar to the One-Minute Paper, with the exception that the students are asked to describe what they didn't understand. The faculty member can then begin the next class trying to resolve any misunderstandings presented by the results of the Muddiest Point *CAT*.

CATs are not only good for the faculty member but also for the student. They give the students some agency and allows them to self-assess what they know and don't know. They also ask the student to reflect on their knowledge which can help to bring about long-term retention of content.

Angelo, Thomas A., and Cross, K. Patricia. (1993). *Classroom Assessment Techniques: A Handbook for College Teachers*. San Francisco: Jossey-Bass.
Scriven, Michael. (1967). "The methodology of evaluation". In Stake, R. E. (Ed.). *Curriculum Evaluation*. Chicago: Rand McNally.

Upcoming Workshop!!!

If you are interested in learning more about formative assessment and *CATs*, a workshop titled, *Assessing Student Learning-Classroom Assessment Techniques*, is being offered on Friday, November 11 at Noon in Curtiss 140. You may register for this workshop by going to www.svsu.edu/workshops, calling our office at 989-964-4050 or writing us at adjunctfaculty@svsu.edu.

Education North 135 Office Closing

Last fall, in an effort to better serve SVSU adjunct faculty on the West side of campus, our office opened a satellite office in the Regional Education Center at EN135.

Because only a few adjunct faculty who teach in those buildings have used this satellite office, we have decided to close it at the end of this semester. For those of you who have been using the EN office to get your classroom supplies, mail or copy work, you are welcome to come to our office in Science East 201 starting in January for these services.