

2023-2024 End Committee Report Form

Committee: Student Evaluation Review Board

Chair: Michele Villagran

Chair-Elect for 2024-2025:

Michele Villagran
michele.villagran@sjsu.edu

Number of Meeting held:

7

(Please include phone/zip/email if available)

Items of Business Completed 2023/2024

May 12, 2023: Deanna Fausett confirmed James Lee creating guidelines for update of F12-6, amendment D along with a plan for how to communicate deadlines each year.

1. Oct 2023: IR noted the FAQ about SOTES has been updated to reflect the current policy and they sent out notifications to the Department Charis and updated the FAQ to ensure in compliance with F12-6 H(5).
December 13, 2023: Submitted a policy change to Senate Chair and Professional Standards for testing open SOTES earlier as a language revision to F12-6 H(5). Referral sent by Joice to Senate Chair and Professional Standards Chair to discuss and make any changes to policy. Still awaiting response from PS.
2. September 18, 2023; February 14, 2024: Technical Reporting Subcommittee. The goal of this subcommittee is to analyze the technical aspects of the current SOTEs and produce a white paper to give to the university and potentially publish for wider dissemination. Presentation to Professional Standards on 9/18/2023. Final SOTE Instrument Technical Report was delivered to the Senate and Professional Standards on 2/14/2024 for review.
February 9, 2024; February 22-23, 2024; March 8, 2024: Fresno State colleague sabbatical project was to review how student ratings are managed on other CSU campuses and produced a report. Dr. Kathleen Dyer from Fresno State was invited to debrief her report and solicit input from SERB on 2/9/2024. In addition, SERB was invited to the CSU Symposium on Teaching and Learning event on 2/22-23/2024 where Suzi Spear and Dr Dyer have a session on teaching evaluation and student ratings, and a CSU-wide meeting on 3/8/24 to discuss multiple campuses where we had two SERB members present on our SJSU SERB activities (Brent Duckor, Michele Villagran).
3. February 2024: SOTES trends spreadsheet was updated with 2023 data by IR.

Unfinished Business Items from 2023/2024

1. December 13, 2023: Submitted a policy change to Senate Chair and Professional Standards for testing open SOTES earlier as a language revision to F12-6 H(5). Referral sent by Joice to Senate Chair and Professional Standards Chair to discuss and make any changes to policy. Still awaiting response from PS.
2. Finalize the updated SOTE Interpretation Guide which revisions started in spring 24. The update to the SOTE Interpretation Guide was headed by Villagran and all SERB members participated. The guide will include updated academic literature, recent SOTE data, and an analysis of SOTEs by instructor characteristics and is expected to be completed by end of fall 2024.
3. IR to complete updates of FAQ per 3/8/2024 meeting. SERB to review FAQ prior to being published live.

New Business Items for 2024/2025

1. Discussion of opt-out clause was conducted and student rep reviewed all past minutes to find the "Opt-out" was already addressed. In 2019 SERB voted to remove the opt-out but it was not removed from the SOTES. We will need to submit a policy change as this was never followed through in 2019.
2. Finalize the updated SOTE Interpretation Guide.
3. Question on final "guidelines for exclusion and rebuttal of SOTE/SOLATES" related to why we require 15 WTUs per year to removed. F12-6 E.4 addresses this, but need to confirm the detail.

Approved meeting minutes for the 2023-2024 year are attached.

Please email to senate@sjsu.edu by June 14, 2024