

**Welfare Council Agenda
September 16, 2015
8:30 - 10:30 a.m.
Tigert 202**

1. Call to order and welcome
2. Introductions
3. Approval of the April minutes
3. Old Business
 - a. Mentoring Presentation at New Faculty Orientation
 - b. Faculty club
4. New Business
 - a. Faculty evaluations (see attached)
 - b. Per diem travel reimbursement
5. Adjourn

Welfare Council Minutes (DRAFT)
April 14, 2015
8:30 a.m. - 10:30 a.m. 226 Tigert

Attendees:	Margaret Temple-Smith	Blake Murphy
Chris Hass	Amanda House	Karen Whalen
Sue Alvers	Jim Maruniak	Angel Kwolek-Folland

Chris Hass, Chair of Welfare Council, called the meeting to order at 8:35 a.m. March minutes were approved.

Best Practice Paper on the Evaluation of Teaching

- Chris met with Mike Kane from the Academy of Distinguished Teaching Scholars. The Academy will have a workshop in August geared toward peer evaluation of teaching and assessment. In preparation of the workshop, the Academy met with some college Associate Deans to find out what procedures for peer teaching assessment were in place in each college.
- Chris distributed a very early Welfare Council draft whitepaper on teaching assessment.

Mentoring Symposium

- Jim Maruniak stated that there will not be an update until tomorrow on the mentoring symposium. New Faculty Orientation is August 18 and Jodi Gentry asked that Jim or Chris notify her soon whether Welfare Council will have a section on mentoring in the New Faculty Orientation.

LGBT Discrimination Resolution

- Steering Committee referred a LGBT Discrimination Resolution written by Sylvain Dore to the Welfare Council. Dr. Dore wishes the resolution brought before the full Senate. Steering asked Welfare Council to review and give a recommendation if the resolution should be brought before the whole senate. Discussion ensued and it was pointed out that the University has strong policies to protect diversity. The Welfare Council supports gender neutral issues, but recommends that the Dore resolution not go forward to the Senate.

Bereavement Leave

- Karen Whalen asked about bereavement leave. Jodi Gentry explained that for faculty, the university does allow time off for bereavement, however, they must use sick leave.

Faculty Club

- Chris reported that some administrators are on board for a faculty club. He noted that faculty should be surveyed to find out their preference for what amenities the club should have and location.

Elect New Chair

- Karen Whalen was elected chair and Amanda House was elected vice-chair for 2015-2016. They will start their term June 1.

The Welfare Council meeting was adjourned at 9:45 a.m.

GATORRATER

Online Faculty Evaluations



WHO BENEFITS FROM FACULTY EVALUATIONS?

Students, faculty, and the university all benefit from the evaluations. Faculty evaluations and their direction to teaching methods and outcomes are essential to the goal of continually improving teaching and learning at UF. Students can provide anonymous feedback directly to faculty that can be used in course enhancement and improvement of teaching practices for future students.

Information gathered through the evaluation process is used by department chairs and deans as part of the promotion and tenure process and when determining pay raise decisions. This sends a clear message that teaching effectiveness is important to the University of Florida.

HOW ARE THE EVALUATIONS COMPLETED?

GatorRater is used by all colleges except the College of Medicine. The evaluations are completed online during an approximately two week period prior to final exams. Appropriate adjustments are made for modular and summer term courses. All courses with some exceptions such as internships, independent study, practicums, or low enrollment (10 students or less), etc. MUST be evaluated.

- Evaluations are internet-based input and output
- Students can use their laptop, tablet, or smart phone

- Time may be given in class for evaluations
 - » Instructor should leave the classroom
- Evaluations must be completed prior to final exams
- By default written comments are available only to the instructor
 - » Deans and department chairs may request access (supervisory relationship)

WHY ARE EVALUATIONS IMPORTANT?

- Primary means of collecting anonymous feedback from students regarding their perception of a course and teaching effectiveness.
- Provides information that allows instructors to improve course material and relevancy for future students, and to improve teaching methods and effectiveness.
- College deans and department chairs review evaluations to look for ways to improve courses and programs and as part of the tenure and promotion process.
- A standard base set of questions allows for comparisons of courses within and across departments.

WHAT HAPPENS NOW?

Your department evaluation administrator will set up your evaluations for you and send messages to your

students reminding them that evaluations need to be completed. However, it is your responsibility to ensure that your sections have been set up correctly **BEFORE** the evaluation period begins.

Be sure to confirm the following:

- Open and close dates (close before final exams)
- Instructor information is correct
- The correct sections are listed

If missing sections aren't identified early we may not be able to correct the error at promotion and tenure time. We will send you a reminder to verify your course information, but you can always check by logging in at evaluations.ufl.edu. Notify your department's evaluation administrator of any errors.

GETTING A GREAT RESPONSE RATE!

- Communicate to students that their feedback is important and valued.
- Include faculty evaluation dates in syllabus.
- Do evaluations in class if internet access is available
 - » Remind students to bring their laptop, tablet, or smart phone
- Monitor your response rates and encourage students as necessary.

<http://tss.it.ufl.edu/evals/home>
<http://evaluations.ufl.edu>

BEST PRACTICES FOR HIGHER RESPONSE RATES.

Encourage your students to respond. Research shows that an instructor's encouragement is the best incentive for participation.

The GatorRater team welcomes each of you to the University of Florida. As your career at UF progresses you may have questions or concerns about the evaluations process. There are FAQs located on our website <http://tss.it.ufl.edu/evals/faqs#instructors>. For any other questions we ask that you contact your department evaluation administrator for assistance.

GATORRATER
Online Faculty Evaluations



Provide timely feedback.

Let your students know you are serious about feedback. Whether it's grading papers or exams they appreciate the quick turn around. Ask them to do the same for you when it's time for faculty evaluations.



Post the evaluation dates.

Include the evaluation dates on your class syllabus, the course website, and any other media you use to communicate with your students. This will help set the tone for how important it is to you as an instructor.



Post the URL for the evaluations.

Provide the evaluations.ufl.edu link on your course home page, on your syllabus, and any other communication tool you use with your students. If your course is offered through Canvas, you can add a navigation item to the left menu that points to the URL.



Send an email.

Send an email to your class at the start of the evaluation period reminding them to complete the evaluation. This works best for sections with less than 30 students. It could raise your response rates by 15–20%.



Use class time.

Set aside at least 15 minutes of class time for students to complete the evaluation. Remind students to bring their laptop or mobile device (smart phone, tablet). If your classroom doesn't have wireless you can reserve a computer lab for that day's class. Remember to leave the room while evaluations are being done.



Student responsibility.

Explain in your course syllabus that completing faculty evaluations is part of the students' responsibility while taking your course.



Previous results.

Discuss in class how the evaluations are important to you. Use examples of how you changed the course or teaching method based on prior feedback. Remind them they can view previous results before they register for classes by going here evaluations.ufl.edu/results.



Provide incentives.

While direct grade compensation is against UF policy, some faculty have achieved higher response rates by offering extra credit opportunities to the entire class if a response rate goal is achieved. Consider support for a student organization or worthy cause (think Ice Bucket Challenge) if the class meets a participation threshold.