

COUNCIL ON ACADEMIC AFFAIRS

200 Bricker Hall

September 21, 2016

3-5 p.m.

MINUTES

Attendance

Faculty:

- Dr. Eric Bielefeld (Speech and Hearing Sciences)
- ✓ Dr. John Buford (School of Health and Rehabilitation Sciences)
- Dr. Jill Bystydzienski (Women's, Gender and Sexuality Studies)
- ✓ Dr. Debbie Guatelli-Steinberg (Anthropology)
- ✓ Dr. Curtis Haugtvedt (Marketing and Logistics)
- ✓ Dr. Karen Irving (Teaching and Learning)
- ✓ Dr. Laurice Joseph (Educational Studies)
- Dr. Maria Miriti (Evolution, Ecology, and Organismal Biology)
- ✓ Dr. Susie Whittington (Agricultural Communication, Education and Leadership)
- ✓ Dr. Celia Wills (Nursing)

Students:

- ✓ Mr. Mario Belfiglio (USG, Biology)
- ✓ Ms. Emily Clark (USG, Public Affairs)
- ✓ Mr. Daniel Puthawala (CGS, Linguistics)
- ✓ Mr. Jordan Vajda (IPC, Medicine)
- ✓ Mr. Alex Wesaw (CGS, City and Regional Planning)

Administrator:

- ✓ Dr. W. Randy Smith (Academic Affairs), Vice Chair

Guests:

- Dr. Wayne Carlson (Vice Provost and Dean of Undergraduate Education)
- Dr. Steve Fink (College of Arts and Sciences)
- Dr. Rob Griffiths (Office of Distance Education and eLearning)
- Dr. Kate Hallihan (John Glenn College of Public Affairs)
- Ms. Jill Hampshire (Office of Enrollment Services)
- Dr. Alan Kalish (University Center for the Advancement of Teaching)
- Mr. Jack Miner (Office of University Registrar)
- Dr. Andy Scott (Office of Academic Affairs—ACE Fellow)

Dr. John Wanzer (Office of Undergraduate Education)

The meeting came to order at 2:59 pm

COMMENTS FROM THE CHAIR—PROFESSOR JOHN BUFORD

Buford and Smith assigned Council members to subcommittees. Special thanks to Laurice Joseph, Debbie Guatelli-Steinberg, and Maria Miriti for serving as chairs.

Currently, there are no proposals in the queue. The Council will focus on other business this autumn: centers/institutes review, clinical faculty appointment review, and annual reports from committees that report to Council.

COMMENTS FROM THE VICE CHAIR—PROFESSOR W. RANDY SMITH

Smith welcomed Dr. Andy Stott to the meeting. Stott was appointed as an American Council of Education (ACE) Fellow and he is currently residing in the Academic Affairs office suite. He is vice provost and dean of undergraduate education, director of University Honors College, and professor of English at the State University of New York at Buffalo.

At its meeting on September 8, 2016, the University Senate approved the proposals to establish the following programs: Master of Arts in Medical Humanities and Social Sciences and Master of Respiratory Therapy. The proposals will be reviewed by the Board of Trustees on November 4, 2017 and the Ohio Department of Higher Education in the weeks ahead.

Smith is leading the Office of Academic Affairs' (OAA) review of the university's five Interdisciplinary Graduate Programs: Ohio State Biochemistry Program; Biophysics Graduate Program; Molecular, Cellular and Developmental Biology Program; Neuroscience Graduate Program; and Environmental Sciences Graduate Program. He will report the status of the review to this Council.

The University Level Advisory Council (ULAC) on General Education met on September 19, 2016. The new chair of ULAC is Professor Kevin Evans from the School of Health and Rehabilitation Sciences. A member of this Council needs to serve on this Council. Smith hopes to present a document on the general education revision to this Council in October.

Smith is convening a meeting on September 26, 2016 to discuss the status of statewide transfer at Ohio State. The goal is to find out how transfer processing are functioning at the university.

OAA is having ongoing discussion about leadership studies at the undergraduate level and the university's urban mission.

Dolan Evanovich, vice president for strategic enrollment planning, has accepted the position of senior vice president for enrollment and student experience at Syracuse University. An interim appointment will be announced.

STUDENT EVALUATION OF INSTRUCTION PRESENTATION – PROFESSOR WAYNE CARLSON

Carlson presented Council with its annual update on the Student Evaluation of Instruction (SEI).

The SEI Committee is made up of faculty, staff, and student representatives. Its responsibilities include: oversee administration of SEI; recommend SEI enhancements; recommend policy changes; content recommendations; communication regarding SEI; and other SEI related issues.

Carlson reported that there was a significant decrease in SEI response rate when the university moved to an online system, but it has increased since the original implementation. A mobile app was developed last year and that had a positive effect on the response rate.

The committee has made the following recommendations: expand class size variation for reporting; combine questions into categories for reporting; report the categories to students; and provide for a formative mid-semester evaluation for full term courses. The committee also recommends that a communication plan be developed to stress the importance of SEIs to students, to ask faculty to provide in-class time to complete SEIs, and for departments to appropriately use SEIs in faculty evaluations.

Currently, class sizes are broken down into three categories: small (less than 20), medium (21-60), and larger (greater than 60). The proposed breakdown would divide classes into five categories of class sizes: 1-10, 11-35, 36-100, 101-250, and over 250.

The order of the questions on the SEI is not changing. Research showed that the order was important. The reporting of the questions will change. For reporting, questions will be grouped into three categories: rapport and instructor commitment; instructor's preparedness, organization of material, and clarity of presentation; and students' sense of their own learning.

Since 2012, the results for Q10 are available online for students to review. Students requested that the university report the results for all questions. The committee recommended that the university report the three category results—perhaps averaged—in addition to Q10.

As noted, the committee recommended a mid-semester evaluation for full term courses. The Registrar's Office is prepared for the administration of this optional evaluation. The results will be made available to the faculty member only, for use as a formative evaluation.

In addition to the recommendations above, the committee is looking into the possibility of a new survey engine that will allow for better analysis of data and more appropriate narrative comments. The committee is also hoping for potential collaboration with the Institute for Teaching and Learning.

The faculty members of the Council expressed several concerns/reservations with SEIs. The score of the SEI gets more attention during the promotion and tenure process than peer evaluations because people see a number. While this is more of a departmental APT issue, the issue still exists and needs to be confronted. Concern was also expressed that the focus of the SEI has turned to consumer-consumption rather than its original intent of teacher improvement for teacher- and department-use. Carlson and Kalish noted that, right or wrong, SEIs are used by students for evaluation and SEI scores are a public record.

The faculty would like students' self-reported GPAs to be available to them. This could be useful when interpreting the SEI scores. They would also like the Teaching and Learning Institute to look at how to evaluate different class structures.

Undergraduate Student Government would like to see average scores within a department (i.e. average score of Chemistry 1210). Kalish noted that this could be hard statistically because classes have many different numbers of sections and sections are not all the same size.

The SEI Committee reports directly to this Council, and Buford noted that Maria Miriti is its representative, so any questions/comments/suggestions should be directed to her.

UPDATE ON HIGHER LEARNING COMMISSION INSTITUTIONAL RE-ACCREDITATION – PROFESSOR W. RANDY SMITH

The university's decennial re-accreditation review (now known as re-affirmation) is occurring in March 2017.

Ohio State is accredited by the Higher Learning Commission (HLC), which is a part of the North Central Association of Colleges and Schools. HLC accredits almost 1,000 institutions and it is based in Chicago. The president is Barbara Gellman-Danley and our institutional liaison is Eric Martin.

Our Office of Institutional Research and Planning submits an annual data report to HLC. There is a set of "assumed practices" to which the university must adhere, and so we have to assure that we do, although a formal report is not required. The decennial review includes Columbus, the four regional campuses, and ATI. We will submit an assurance document (35,000 words maximum) in January 2017 that will report on **five criteria** in 35,000 words. The criteria are: Mission; Integrity: Ethical and Responsible Conduct; Teaching and Learning: Quality, Resources, and Support; Teaching and Learning: Evaluation and Improvement; and Resources, Planning, and Institutional Effectiveness. For full re-affirmation, the university must meet these five criteria and the core components of each. In addition, HLC permits institutions on the "open pathways", as we are, to work on a "Quality Initiative" report. Ours was on academic advising and is about to be submitted.

To prepare for the decennial review, the core team in the Office of Academic Affairs began meeting in Autumn 2013. In Autumn 2014, the Institutional Re-affirmation Coordinating Committee (IRCC) was formed. IRCC has been working on criteria drafts since 2014. The university's assurance document will be submitted in January 2017. A 10-member team from HLC will make a site visit on March 20-21, 2017. HLC should take board action by Autumn 2017.

The site visit team will visit Columbus and three regional campuses (all but OSU-Marion). The visit will include meetings with the president and provost, Board of Trustees, and open session(s) with faculty, students, and staff. It is likely that there will be a session on student outcomes assessment. In addition, HLC will invite public comment, through advertisements in state-wide publications and other sites.

Going forward, the university will have to do a progress report in four years (2021 and another site visit in 10 years (2027).

Smith encouraged faculty members to consider becoming HLC reviewers. It's important to have reviewers who understand large, public universities. If you are interested, please contact him. The Office of Academic Affairs would cover the training costs.

GUIDELINES FOR COUNCIL ON ACADEMIC AFFAIRS SUBMISSIONS – PROFESSORS JOHN BUFORD AND W. RANDY SMITH

Buford developed a guidelines document for Council subcommittees. The document includes duties of the subcommittees, duties of the chair, and a list of the subcommittees formed by and reporting to this Council.

Buford highlighted a few items. He asked/reminded Council members to be sensitive to how the subcommittees meet with proposers. Conducting business via email is fine, but many proposers want to meet face-to-face. Also, it is always important to look out for concurrence issues. If the subcommittee cannot resolve a concurrence issue, please contact Smith's office.

If you have any edits, please feel free to send them to Buford.

ADDITIONAL ITEMS – PROFESSOR JOHN BUFORD

If you have any topical issues for Council to discuss, please approach Buford and/or Smith.

Buford will send the list of Council subcommittee assignments to the Council.

The Meeting adjourned at 4:37 p.m.

Respectfully submitted,

W. Randy Smith

Katie Reed