

**University of West Georgia Senate**  
**Teaching, Learning, and Assessment Committee (TLA) – Meeting Minutes September 9, 2020**

**In attendance:** Rolanda Farmer, Melissa Jackson, Rod McCrae, David Newton, Laura Phillips, Sally Richter, Marissa Robertson, BethRené Roepnack, Jason Swift, Amanda Thomas, Rebecca Gault

<b>Agenda Item Topics</b>	<b>Overview of Discussion</b>	<b>Action/Action Items/Outcomes or Follow up Needed</b>
<b>Call to order</b> <b>Introductions</b>	Group called to order at 10:00 am.	
<b>Approval of Minutes</b>	Minutes for July 17, 2020 were approved.	
<b>Discuss inclusion on SEI instrument of an item about substantive interactions with students in online courses initiated by faculty.</b>	<p>BethRené brought to the committee the importance of including an item on SEIs about substantive interactions between faculty and students. The committee discussed that this was important and a challenge to achieve regardless of class size.</p> <p>It was discussed that this could be added to the SEI evaluation form as an open-ended question so that faculty could draft potential questions or as a specific question that faculty could comment on.</p> <p>It was agreed that a shared definition of “substantive interactions” does not currently exist, but that the SEI contains many other phrases that are left to the interpretation of students and faculty. A discussion of the meaning of substantive interaction in an online environment ensued and it was agreed that having a guiding statement could help to clarify for students and faculty what is expected. It was suggested that each faculty member could define this in the syllabus for a course and this could support its inclusion in the SEI.</p>	Rod will add an item to the SEI evaluation form about engagement and support.
<b>Discuss proposal that TLA hold a fall meeting similar to the summer Teachers’ Academy for faculty to review and comment on the tool Rod McCrae created (Revision Options for UWG’s SEI) and to present research on increasing</b>	The group discussed proposals to share information on increasing return rates for SEIs of online courses and to gather faculty feedback on revisions to the SEIs through the SEI evaluation form. Two information sessions for people to ask questions, understand the committee work on the SEI instruments over the last two years, and then they can use the link to provide feedback through the SEI evaluation form.	Rebecca will follow up with Colleen Vasconcellos and Dan Williams to ask if a senate vote is needed to release the SEI evaluation form to gather faculty feedback in anticipation of a revision to the SEI.

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<b>rates of return for online course evaluation surveys.</b>	The committee decided the target dates and times for the two informational meetings would be Tuesday, October 21, at 11:00 am, and Wednesday, October 22, 2:00 pm. The committee voted to bring a motion to the Faculty Senate to vote on releasing the SEI evaluation form to faculty.	
<b>Review schedule to move SEIs to online delivery, including consideration of current circumstances due to pandemic which may necessitate pushing timeline back.</b>	For the Fall 2020 semester, David Newton said that it's expected that SEIs need to be delivered in an online format due to current dual modality courses. The committee voted to bring a motion to the Faculty Senate October meeting to vote on an emergency provision to move to online SEIs for the fall 2020 semester due to dual modality course delivery circumstances necessitated by the pandemic.	Rebecca will follow up with Colleen Vasconcellos and Dan Williams to place this item on the Faculty Senate agenda for the October 16 Senate meeting as an action item.
<b>Discussion of provider for SEI instrument and associated timeline.</b>	David Newton stated that Philip Hand (Director, IT Strategic Planning) will present options for SEI software platforms to the faculty for their input during the fall. ITS will need to make a final decision on the software platform by the spring contract deadline. The TLA Committee will be involved in communicating information about the demonstrations to faculty and encouraging participation and feedback. Additional information on this matter was provided by David Newton in an email sent to the committee on September 21.	
<b>Next Meeting</b>	October 16, 2020, 9:30 am Online via Google Meets	
<b>Other</b>	Adjourned at 10:50 am	

Respectfully submitted- Rebecca Gault