UNIVERSITY OF MICHIGAN-FLINT

AAAC
Academic Affairs Advisory Committee

Thursday, November 5, 2015
1:00 p.m. – Lapeer Room

~ Minutes ~

Members Present: Ricardo Alfaro (Chair), Connie Creech, Blair Davis, Aviva Dorfman, Chris Douglas, Jan Furman, Doug Knerr, and Greg Laurence

Members Absent: Darryl Baird

Ricardo called the meeting to order at 1:00 p.m.

Approval of Minutes – October 22, 2015 ► The Minutes of October 22, 2015 were approved as written.

Proposed New Program: BSE in Industrial and Operations Engineering (CAS) ► No responses have been received for the BSE in Industrial and Operations Engineering. AAAC cannot move forward on this program until responses have been received. The Chair of the Department, Chris Pearson has been made aware of this issue.

Academic Policies ► Doug indicated he would like to form a committee that is familiar with the framework of the HLC and their assumed practices.

Presentation on Online Evaluation Response Rates ► Deb White and Nick Gasper gave a presentation regarding Online Evaluation Response Rates. Discussion was held regarding ways to increase student response rates.

Action: Academic Affairs Advisory Committee will submit the following ideas to Faculty Council for discussion with the entire faculty regarding the Online Evaluation Policy:

1. Allow faculty to access the names (only) of the students who have submitted a course evaluation.

2. Allow faculty to give incentives to students who have submitted a course evaluation i.e. extra credit point(s). However, the decision to give incentives should be at the discretion of the faculty member.

3. Allow a two week window for students to complete their course evaluations.
4. *Increase reminder venues.* Continue to remind students via e-mail, however also use social media ie: Facebook, Twitter, Snapchat, etc. (Blair informed the committee that younger students like him do not access their e-mails as frequently as older students do.)

5. *Review the policy that states, if there are no more than 5 students in the class, they are not sent course evaluations.* Faculty feels all students should have the opportunity to evaluate their classes.

6. *Encourage each School and College to start a conversation regarding their individual policy on the use of the information provided by the evaluations, which in turn could determine further changes to the process and content of online evaluations.*

**Faculty Council Report**  
Greg informed the committee that student voting rights will be on the agenda at the next Governing Faculty Meeting. Discussion ensued.

The meeting adjourned at 2:26 p.m.

Ricardo Alfaro, Chair AAAC

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