

Student Assessment of Instruction (SAI) Task Force
Submitted by the Faculty Affairs Team
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Purpose

The purpose of the Student Assessment of Instruction Task Force (SAI Task Force) is to draft a policy with a set of written guidelines for implementing the SAI at Florida Gulf Coast University. Although the original Chancellor's Memorandum (CM-C-13.00-03/99) that governed the SAI no longer carries the force of a mandate, it is still necessary and desirable for FGCU to have a written policy, developed by an open, inclusive process, to provide guidance to faculty, students, and the Office of Planning and Institutional Performance (OPIP) to ensure that the SAI remains a fair and valid means of soliciting students' perception of teaching effectiveness.

Composition

The chair of the Faculty Affairs Team shall be a member of the task force, and act as its facilitator. In addition, the Task Force shall include: one in-unit representative from each academic unit, chosen by the faculty, and a representative from OPIP. The Task Force meetings will be open, and the Task Force may request other faculty and staff to assist the group and provide expertise as needed.

Charge

The SAI Task Force will serve as an *ad hoc* committee reporting to the Faculty Affairs Team. The goal of the Task Force is to create a proposed policy and guidelines for administering the SAI in accordance with all applicable mandates and requirements. The Task Force will present its completed proposal to the Faculty Affairs Team, after which it will follow through normal Faculty Senate and University procedures for approval and adoption.

The policy and guidelines should, at a minimum, address the following:

- Frequency of administration of the SAI,
- Administration of the SAI in class sections taught by adjuncts and/or graduate assistants,
- Use of the SAI in graduate courses,
- Minimum number of students needed in a section to administer the SAI, as well as the minimum number of responses needed for report generation,
- Dates and times when the SAI is to be administered,
- Which summary measures of the data are to be included in standard reports,
- Procedures for OPIP to follow handling SAI surveys that fail to follow proper procedure, for instance:
 - Turned in after deadline
 - Response rates greater than 100% of enrollment
 - Surveys returned individually or not with the rest of the class set

- Articulate clearly expectations for insuring student anonymity and accuracy of the data gathered; specifically who may be in the classroom (faculty and/or students) during the administration
- Procedures and/or requirements for administering online (right now distance learning courses and courses taught in a computer classroom are expected to complete the SAI online)
- Procedures for administering and reporting SAI results for classes with more than one instructor, cross-listed sections, sections taught using alternative pedagogies,
- Whether to administer SAI for internships, practicum sections, laboratory sections, directed study, or other sections not considered regular lecture “class sections”, and
- Procedures for resolving any future issues that arise that are not directly covered under the document.

It is not part of the Task Force’s charge to review the survey instrument or the survey items themselves.

The task force will forward a proposed policy and guidelines document to the Faculty Affairs Team by the end of October 2009, with Faculty Senate approval by the end of Fall 2009. The implementation date will be determined in conjunction with the Office of Planning and Institutional Performance.