

## HAC Course Evaluations Subcommittee

April 13, 2021, 2:00pm-3:00pm

### Agenda

*Please note that all subcommittee meetings will be recorded and made available to HAC members.*

1. Welcome
2. Explanation of the role of the subcommittee
3. Current status of course evaluations
  - a. Platform- EvaluationKit by Watermark
  - b. Provides course evaluations for all programs with the exception of MD coursework
  - c. Long semester courses are evaluated
  - d. Summer 2021 courses will be fully piloted
  - e. EvaluationKit is only as clean as Banner/Blackboard regarding instructors of record
  - f. Uses a base template
  - g. Deans offer additional questions
  - h. Department Chairs were allowed to add additional questions
  - i. COVID-19 questions were added
  - j. Students are reached through email and Blackboard
  - k. Blackboard has a feature that precludes students from accessing the LMS without completing the course evaluation (currently used for the first week it is open)
  - l. All course evaluations have an “opt-out” feature
4. Points to consider regarding course evaluations
  - a. Addition of questions (Dean, Chair, Faculty?)
  - b. Use of the “required” pop-up in Blackboard?
  - c. Content of base questions?
  - d. Integrity of instructor list?
5. Open forum for discussion of course evaluations
6. Closing

Relevant Link: <https://ira.howard.edu/surveys/course-evaluations>