STUDENT ASSESSMENT OF TEACHING AND LEARNING (SATL) TASK FORCE CHARTER

PURPOSE
The Task Force on Student Assessment Teaching and Learning (SATL) shall make recommendations on the form and content of the instrument that allows students the opportunity to provide feedback on their courses and instructors.

SPECIFIC RESPONSIBILITIES

1. The Task Force should consider both objective and open-ended questions that provide information about the student, an evaluation of the course, and an evaluation of the instructor.
2. The Task Force should consider similarities and differences among online, blended and face-to-face instruction.
3. The Task Force should consider new tenure and promotion guidelines.
4. The Task Force should consider adherence to standards of academic integrity.
5. The Task Force should consider alignment to academic learning compacts or academic learning plans, as well as student learning outcomes.
6. The Task Force should consider appropriateness of assignments and course assessments to student learning and course goals.
7. The Task Force should consider degree of student engagement.
8. The Task Force should consider strengths and weaknesses of both the course and the instructor.
9. The Task Force should consider whether the Student Assessment of Teaching and Learning instrument should be administered online for all courses.
10. The Task Force should consider content of assessment instruments effectively used by other institutions.
11. The Task Force should consider current peer reviewed research on student assessment of teaching and learning.
12. The Task Force should consider current peer reviewed research on student assessment of teaching and learning including formative vs. summative assessments and timing of the assessments finishing up.

The final product should result in assessments that are more useful to the faculty who are being evaluated and to the faculty and administrators who are charged with evaluating them. In addition, the instrument should delineate the substantive aspects of the course and faculty performance that students are competent to judge.

MEMBERSHIP REPRESENTATION

Six (6) full-time faculty members (two (2) from each college), voting, appointed by the Faculty Senate [At least one member shall have online teaching experience; at least one member shall have graduate teaching experience; and at least one member shall have undergraduate teaching experience.]
Three (3) chairs (one from each college), voting, appointed by the Provost

One Faculty Senate representative appointed by the Faculty Senate

One UFF representative appointed by the UFF

One student representative appointed by the SGA

**MEMBERSHIP AND MEETING POLICIES**

Meetings will be conducted under the most current edition of Robert's Rules of Order, unless specified otherwise below.

The Chairperson shall be elected.

The Chairperson shall be responsible for calling meetings, setting agendas, relaying all necessary information relating to specific responsibilities and timelines, conducting meetings, and reporting outcomes.

Changes in a Chairperson should be reported to the Faculty Senate Office immediately so that records can be updated in the office and on the web.

**MEETING SCHEDULING, AGENDAS, AND MINUTES**

Agendas are to be distributed at least three (3) days in advance of meetings, along with all pertinent documents to be considered at the meeting; and written minutes of meetings are to be prepared and distributed to members within three (3) weeks after meetings, and approved for public viewing within five (5) weeks. The Committee must promptly forward to the Faculty Senate Office an electronic copy of all documents, including all meeting schedules, agendas, minutes, and reports. The Faculty Senate Office Secretary will be responsible for posting these documents to Argus for public viewing.

**TIMELINE**

- SATL Task Force appointed and convened: February, 2011
- Draft recommendations to the campus community: October 1, 2011
Review opportunities for the different constituencies’ October 2, 2011 – Oct 31, 2011
Academic Affairs open forums for entire University Community, including students, Deans’ Council Chair’s Group College Councils

Revision of recommendations based upon feedback November, 2011 – Dec, 2011

Final report submitted to the Provost and the Faculty Senate February 1, 2012

Recommendation from the Faculty Senate March, 2012

Implementation Fall, 2012

RECOMMENDATIONS REPORTED TO Provost and Faculty Senate President

Dates prepared/Modified by the Governance Committee January 21, 2011

Dates Approved by the Faculty Senate February 11, 2011

Approved by the Administration

/s/ Judith A. Bense March 24, 2011
University President Date