AGENDA OF THE STUDENT RATINGS SUBCOMMITTEE OF THE ACADEMIC SENATE CALIFORNIA STATE UNIVERSITY, FRESNO

5200 North Barton Ave, M/S ML 34

Fresno, California 93740-8014

Office of the Academic Senate ​​​​ Ext. 278-2743​​​​​​

FAX: 278-5745

November 17, 2023, 3-3:50 pm

Members Present: McDowell Porter (CSB), Jennifer Adame-Walker (CHHS), Tara Hashemi (CAH), Deify Law (LCOE), JoLynne Blake (ex-officio, Office of IDEAS), Hyeri Hong (KSOEHD), Morgan Hawker (CSM), Dermot Donnelly-Dermosillo(CSM), JoLynne Blake (ex-officio, Office of IDEAS), Masha Yukhymenko (KSOEHD-statistics)

Members Excused: Florence Cassel-Sharma (JCAST), Bernadette Muscat (ex-officio, Provost’s Office),

Members Absent: Isabella Kirby (student representative)

Consent Calendar:

* 1. Approve Minutes for [10/20/23](https://docs.google.com/document/d/117Y1mzd4WECllqs8OV2b3K6KyeVxKSN06iTt57FXqvQ/edit)
  2. Agenda for 11/17/23
  3. Someone to type minutes: Tara Hashemi

Communications & Announcements:

1. Reminder announcement sent to faculty by the academic senate (Amber Crowell; 11/7/23) - Thank you, Jennifer Adame-Walker.

Maybe add the committee’s email next time. JoLynne will give access to a FSSRI mailbox (fssri@mail.fresnostate.edu)

1. Some challenges with supervision courses in terms of opt-in/opt-out. Jolynne had to opt out a number of courses for instructors. Thank you, Jolynne Blake.
2. Course Ratings link provided on Canvas working?

If combined course, students that got moved into new course can’t access through Canvas. They need to access through their email invite or explorance.

Also warning on opening time delays: one would have to open evals the night before and not the day of.

Dermot: Maybe create a short video?  
<https://sites.google.com/mail.fresnostate.edu/fresno-state-sri/fssri-for-students?authuser=0>

1. McDowell - updates on paper administration?

Were printed a bit too early.

No other issues

1. Student advertisement (Isabella)

Tara will reach out since Isabella is missing today

1. Reminder of upcoming dates  
   -All surveys close: Thursday Dec 14, 11:59pm   
   -Reports available to faculty: Wednesday Jan 3, 2024
2. Assignments for Spring 2024

*On google site:*

*Spring 2024 Dates*

*Faculty may opt out, restrict dates, and customize surveys: Thurs Jan 18, 8am thru Fri Mar 1, 11:590pm.*

*Surveys open: Monday Apr 15, 8am*

*All surveys close: Thursday May 16, 11:59pm*

*Reports available to faculty: Wednesday June 5, 2024*

Customization:

* Open earlier? Poses question of being off contract
* Masha: maybe open earlier but without announcement?
* McDowell: Announce at the end of Fall?
* Warning: lecturers without course assignment for the next semester
* Tara: hopefully we can set a recurring system

FSSRI are sent out January 3rd - that’s off contract - why was this set out this way?

JoLynne: logistically, the reports need to be sent out in order to “close” the semester and start the system with the new one

Motion: vote to open surveys to instructors before the first day of teaching?

Unanimous YES

JoLynne: proposing 10th of January

Email not sent out until the 18th

Old Business

* 1. Don’t have access to 2022-2023 report. Requested it from Katie. (postponed)
  2. Masha - data analysis follow-up (postponed)
  3. No explicit policy on paper versus online administration within current [APM 322](https://academics.fresnostate.edu/facultyaffairs/documents/apm/322.pdf) or the [suggested modified APM 322](https://academics.fresnostate.edu/senate/documents/apm322-edits-4-24-23.docx)

Action Item:

1. Email faculty: when surveys will close for Fall, when report will be made available to check (jan 3rd) and when they will be customizable for Spring (january 10th)

Another announcement to be sent on the 18th

5. Next Meeting: January 19, 2024. Happy Holidays and Happy New Year!

Minutes submitted by: Tara Hashemi