Aide de Memoire : DRAFT

Aide Memoire of the **5th Meeting of SCDMC** held on Thursday, September 07, 2017 in QIP Conference Room

Members Present: S K Chaudhury (ME), Rajeev Gupta (ADPG), G. Santhanam(MTH), Aditya K Kelkar (NET), Md. Furquan, Parth Sharma, A.K. Sharam (HSS) , Y N Mohapatra (PHY)

1. **'Digital Couse File': The proposal on Maintenance of Digital Course File (DCF)-2017' circulated earlier was discussed in detail.**

   a) The students gave the Feedback that the Student Senate has not been able to discuss the proposal in the last meeting, and it is unlikely to meet before the September 14 deadline. It was suggested that they should employ any means available to them to get feedback from the student representatives.

   b) The discussion regarding the proposal in some other Departments were informally raised. There seemed to be some resistance to it saying thatit is extra work, and that it appears to some as policing.

   c) In any case, we decided to wait for all formal and informal feedback before finalizing the proposal and sending it to the Chairman, Senate.

2. **Modification of Student Course Feedback Form**:

   a) YNM pointed out that the earlier Committee says:

   "Since the main purpose of students' feedback is to provide inputs so that the conduct of a course improves with time, it was felt that such an exercise should not be used for evaluation of the performance of an instructor, identifying a top performer or comparing different instructors."

   The cornerstone of changes suggested in the proposal by the earlier Committee seems to have been that since it is only meant for the instructor's feedback for his/her use in improving the course, there should be no scale attached to the responses, and instead should have only questions requiring (Yes/No) binary answers.

   It was pointed out that in designing the Course Feedback Form, we should be crystal clear of the following issues:

   I)   This data collected will be used by

   a) whom apart from the instructor?

   b) and for what purposes except feedback to the instructor?

Specifically,

   1   Should teaching be considered during performance evaluation of a faculty member? How? Should course feedback be a part for that evaluation?

   2   Announcing the names of top performer in the Senate, or advising faculty for improvement should continue or not?

   3   Should HoD be privy to the feedback and consider while assigning courses?

   4   Should HoD be discussing the faculty member's teaching performance with him/her based on Student's feedback?

   II)   Students' Perspective:

   a)   Why should students take the Course Feedback Form seriously.?

   b)   How can one convince the student community that the Course Feedback is taken

feedback truly reflects statistically significant conclusions?

The student representatives were urged to come up with suggestions that would enhance serious student participation in the Course Feedback.

III)   We decided to go through the Feedback form as we would like to propose in any case. Whether and/or how the survey will be used for any other administrative purposes is beyond the scope of discussion in SCDMC.

There was consensus that we should stick to the earlier method of using 'Not Applicable(NA) +4-point scale', and reword the questions dividing them to sections such as Content, Conduct, Evaluation and Quality of Instruction, and Tutorial.

YNM will forward the draft of the new set of questions that were discussed to Aditya to give it a proper format, and then we can look at it more critically.

During the discussion, on several occasions, questions were raised as to what will be understood by the students from the wording of the questions, and whether they have the wherewithal to answer the same as we expect.

Many questions in the earlier form seemed to have been redundant.

The Laboratory part can be a separate form and be made to look alike as far as the scanning machine is concerned.

The discussion on Project Courses could not be taken up due to lack of time.

3. The meeting ended at 6:40pm without fixing a definite date for the next meeting.

Please suggest modifications, or additions if I have missed anything.

YNM

September 12, 2017