

Summary of 10/9 GSTTS

Mid-semester evaluations

The students took the full time and then some to do this. In the future, perhaps try to leave more time to complete these by either starting earlier or ending later.

Regarding end-of-semester evaluations, we talked a little about when the IDEA sheet would become available. Be checking your mailbox!

We then discussed formative vs. summative evaluations and their pros and cons.

With regards to administering evaluations, some of the comments made by the students include:

- Be honest that evals do not affect grades. Be explicit about this.
- Be reasonable in the amount of time you give students to fill out an evaluation.
10-20 minutes
- Try not to induce bias.
- Some prefer to administer evals at the end of the class/lecture/recitation and some at the beginning. The argument is that administering at the beginning will prevent students from rushing through them.
- Be efficient: minimize time spent and maximize the quality of the response
 - Be effective in your question asking.
- It may be a good idea to preface by stating what it is you may or may not be in control of (e.g., class time, HW problem selection, etc.).
- Provide clear instructions, especially if you are asking multiple-choice type questions. You may want to allow more than one selection, which may not be clear if not instructed.
- Mix open-ended and specific questions.

We then had a small group discussion on why it is you may want to ask some questions and what questions you should ask. Some response from the students:

- What portion of the material did you understand?
- What material do you feel needs more time?
- What topics have been the most challenging
- What topics are you most comfortable with?
- Do you spend too much or too little time on problems?
- Does my recitation correspond well with the main lectures?
- How is my board-work and handwriting? Can I change something?
- What is the least helpful thing I do?
- What is the most helpful thing I do?
- How much of the homework do you usually complete?
- How much time do you spend on the homework?
- How do you like my teaching style?
- How do you feel about the grading standards?

- Are there any comments you would like to make that I haven't addressed in the above questions?

Some things that one should consider:

- Introducing bias
- Make sure the questions are appropriate
- Make sure you use multiple choice type questions appropriately (ask your stats neighbor for help!)
- Make sure not to have too many questions that are too open ended. Maybe one extremely open ended question of the form "What other comments do you have?"