**University Academic Affairs Committee**

**Meeting Minutes:** 9 Sept., 2020

Present: Paul D. Fallon (Chair), Shumona Dasgupta (Secretary), Michael Benson, Kim Gower,

Jane Huffman,  John Morello, Kimberley Buster-Williams, Rita Dunston, Timothy O’Donnell and Dr. Debra Schleef (invited guest)

1. The meeting was called to order at 3:01pm by Paul Fallon (Chair).
2. There were no minutes from 2019-2020 in need of approval.
3. The first charge of the committee was to develop a modified course evaluation in consultation with Dr. Debra Schleef Assoc. Provost for Institutional Analysis and Effectiveness for Fall 2020, to be considered for approval by the UFC during its Sept. 23 meeting. The committee voted on the revised course evaluation questions, attached below.
4. The committee began studying UMW’s intellectual property rights in the context of online course delivery.
5. The meeting ended at 4:48 pm.

**Revised Course Evaluation Questions**

approved by University Academic Affairs Committee on 9/10/2020

1. The instructor taught and/or provided content suitable for each scheduled class session or module, as appropriate for the delivery format. (Revised, approved by UAAC)*.*
2. The instructor presented course material in an organized manner. (Retained)
3. The instructor was enthusiastic about the course material. (Retained)
4. The instructor provided clear criteria for grading. (Retained)
5. The instructor provided feedback (e.g., written, oral, individually) about my performance suitable to the nature and size of the class. (Revised, approved by UAAC)
6. The instructor graded or evaluated assignments within a reasonable amount of time, considering the nature of the assignment. (Revised, approved by UAAC)
7. I acquired substantial knowledge and/or skills in this course. (Retained)
8. I found instructor's feedback useful. (Retained)
9. I was encouraged to ask questions about the course material. (Retained)
10. I found the instructor to be helpful in clarifying difficult material. (Retained)
11. I was encouraged to reflect critically on course content. (Retained)
12. I found the instructor to be available for help (e.g., during office hours, special appointments, via e-mail, phone, video conference). Revised, approved by UAAC