

MINUTES

Commission on Undergraduate Student Affairs
March 19th, 2025
11:15 pm
CID, Multipurpose Room (Room 104)

Present: Aarav Parikh (presiding), Kat Nelson (representing James Bridgeforth), April Myers (representing Kim O'Rourke), Lauren Surface, Mantu Hudait, Tamara Cherry-Clarke, Sarah Armstrong, Alex Amador, Ethan Chang, Ram Bubby, Jeril Antoney and Jungwoo Choi.

Absent with Notice: James Bridgeforth (representing Frances Keene) and Sarah Armstrong.

Absent: Anusha Dhungana, Tsung-Yen Tsou, Yohan Sequeira, Dee Hopkins, Rebecca Caldwell (representing Keely Whitesell), and Crasha Townsend.

Guests: Morgen Snowadzky, Winn Williams, Alex Efird, Chloe Ebert, Rachel Holloway, and Ron Fricker.

Aarav Parikh called the meeting to order at 11:15 am. A quorum was present.

1. Adoption of Agenda

A motion was made and seconded to approve the agenda. The motion carried.

2. Approval of Meeting Minutes from March 5, 2025

The meeting minutes were sent out electronically for approval.

3. Unfinished Business

4. New Business

SPOT Surveys Guest Speakers

Rachel and Ron presented general information SPOT surveys and included answers submitted by the commission in advance.

SPOT surveys are utilized to identify problems with academic instruction on a semesterly basis and an evaluation component of faculty merit process and promotion and tenure on an annual basis. There is an expectation that these evaluations are completed on a semesterly basis and managed at a department level. See the attached presentation for further information shared.

If any members of the commission have any further questions regarding this discussion, please email Aarav so he can coordinate receiving responses.

CUSA Ad Hoc Committees

There are two ad hoc committees that will be created. The first committee is on enhancing the undergraduate student experience with parking and will be overseen by Anusha. The current work of this committee is focused on developing a Canvas course to help educate students on parking

information. If a student has received their first parking ticket and completed the course, their first ticket can be waived. Additionally, an app is being developed to help share information on parking as well as identify available parking spaces on campus. The goal is to get the course completed by the end of the semester. The app will be an ongoing project continuing into the next academic year.

The second committee will focus on policy 8012. Currently, there is no process for dissolving UCSOs or changing the home department for the UCSO outlined in policy. The goal is to develop recommendations to update the policy with this information and share these recommendations with the policy contact.

5. CUSA Conversations

6. University Council and Commission Updates

7. Announcements

8 Adjournment

There being no further business, the meeting was adjourned at 12:00 p.m.



Student Perception of Teaching (SPOT)

Commission on Undergraduate Student Affairs

Ron Fricker, Vice Provost for Faculty Affairs

Rachel Holloway, Vice Provost for Undergraduate Academic Affairs

March 19, 2025

Purpose



Evaluate Faculty Performance



Improve Course Design

Virginia Tech Faculty Handbook

9.10.1 Student Evaluation of Courses and Faculty

The university expectation is that all faculty members will be evaluated in all courses taught each year. More information about this matter is available from departmental or school offices and from the academic deans. Student evaluation of courses and instructors is an integral component of a good teaching program.

While specific procedures vary across the colleges, in general, committees in each college are responsible for designing appropriate evaluation procedures and for receiving such evaluations. Faculty members should ensure that their college's procedures for conducting student teaching evaluations are followed in a way that is absolutely free of intimidation or influence by the teacher's presence.

Administration

- Student responses are private, anonymous, and confidential.
- Administered before final exams to focus on course experience rather than final grade.
- Faculty cannot connect responses to students.
- Faculty cannot see evaluation until after they turn in final grades.
- Results shared only with instructor, department head, and personnel committee.

Quality of Feedback

- Response rates (consistently 57-61% university-wide)
- Comparison of scores to department, college, and university
- Substance of open feedback

Encouraging Responses

- Faculty
 - provide class time for survey completion.
 - explain the value of SPOT for teaching improvement.
- Students (Your Thoughts Here)

Questions and Discussion