


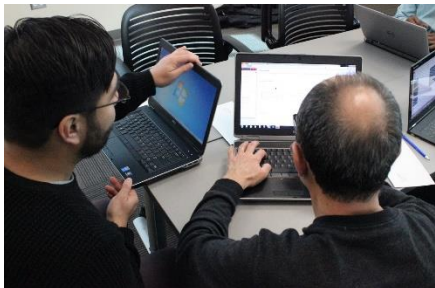


<p>Mid-Semester Student Feedback Process initiated by instructor</p>	<p>Contact: Kimberly Fournier, Ph.D. Associate Director, Center for Teaching Excellence (CTE) kimfournier@unm.edu 505.277.8726</p>
	<p><u>Initial Meeting (CTE Member and Instructor)</u></p> <ul style="list-style-type: none"> • Discuss process & expectations • Identify 2 class periods (20 minute sessions in each) for process to be implemented • Schedule follow-up meeting for feedback • Pre-Feedback Form completed
 	<p><u>Gather mid semester student feedback (CTE Member and Students)</u></p> <ul style="list-style-type: none"> • Session 1 (20 minutes of first class period) <ul style="list-style-type: none"> ○ <u>Stage 1:</u> Students respond individually to 3 questions: <ol style="list-style-type: none"> 1. <i>What is really working for you, which really helps you learn in this course?</i> 2. <i>What improvements could be made in this course?</i> 3. <i>What can students do to improve their success in the course?</i> ○ <u>Stage 2:</u> Groups are formed and 3 most common answers identified for each of the 3 questions • Session 2 (20 minutes of second class period): <ul style="list-style-type: none"> ○ <u>Stage 3:</u> Student individually rate their agreement/disagreement with the common answers identified for each of the 3 questions (scale of 1-9)
	<p><u>Follow-Up Meeting (CTE Member and Instructor)</u></p> <ul style="list-style-type: none"> • Anonymous comments and data presented to instructor • Course of action (if any) discussed • <u>Optional:</u> A brief letter confirming participation (no data or specific details) can be provided to Department Chair <ul style="list-style-type: none"> ○ Only if the instructor chooses to do so
<p>NOTE: The Mid-Semester Evaluation process is confidential. CTE members will not share any information without the permission of the instructor. This process is meant to help inform instructors in their teaching. This should be a supportive, positive, and valuable experience for the instructor.</p>	