



## ***Student Government Association***

### ***Meeting Minutes 10/21/13***

#### **I. Call to order**

**President Erik Pederson** called to order the regular meeting of the **NKU Student Government Association** at **3:31 p.m.** on **October 28th, 2013** in **NKU Governance Room (SU104)**.

#### **II. Roll call**

**Secretary of Administration Justin Wynne** conducted a roll call.

**Executive Board**

Erik Pederson- President  
David Trump- Vice President  
Justin Wynne- Secretary of Administration  
Brandi Cunningham- Public Relations  
Megan Murray- Secretary of Student Involvement

**Committee Chairs**

Tina Hoesl- Academic Affairs Chair  
Kristian Johnson- University Improvements Chair  
Katie Cox- Student Rights Chair  
Matt Frenz- Finance Chair

**Legislative Liaison:**

Chandler Taylor

**Chief Justice:**

Daniel Cieslak

**Senators:**

Elizabeth Akinade  
Ali Almaliki  
Megan Beckerich  
Jean Clark  
Abbey Duncan  
Andrew Dorriere  
Keisha Frazier  
Hannah French  
Kat Hahnel  
Jon Hoey  
Juliane Jendrollik  
Hannah Jones  
Eleanor Kremer  
Spenser Kern  
Isaac McFarland  
Patrick Reagan  
Amanda Rogers  
Elizabeth Ruwe  
Branden Schrenk  
Julia Steffen  
Donald Taylor  
Kyle Taylor  
James Weingand  
Jarrod West  
Joey Yerace

**Justices:**

Jesse Wynne  
Nick Berra  
Christopher Walters  
Kyle Conley

Approval of minutes from last meeting on **October 21st, 2013**.  
Minutes were **unanimously** approved.

### III. Open Session

#### TEEC-Dr. Ken Rhee

- Thank you for having me!
- Two pertinent topics: 1) The language of Course Evaluation requests will be altered (drafts will be at the bottom of the minutes) and 2) 50% of Students opt out of responding.

#### SGA Questions –

##### TEEC Response

- In regards to the response rate, there is a misperception that faculty can see evaluations before posting the final grade.
  - Faculty cannot see evaluations until after they post final grades.
- Students fear that teachers do not listen to feedback.
  - Many faculty members **do** listen as reviews are factored into overall evaluation and tenure.
- Course evaluations close before final exams, which takes away from study time and also does not factor in the material on the final exam.
  - TEEC is considering extending the evaluation window through the week of finals.

#### Reasons for opting out:

- Some students have had the same teacher multiple semesters or times during a semester.
- Students with 15+ hours do not want to fill out the whole evaluation.
- Time crunch with finals.
  - Dr. Rhee has made a note of all questions and will present them to the TEEC.

**Motion** to move **New Business to precede Executive Board Reports** by Senator Matt Frentz.

**Seconded** by Senator Amanda Rogers.

**Approved**

### IV. New Business

**Motion** to **appoint Tyler Stevens** to the Senate.

**Call to vote** by Senator Chandler Taylor.

**Seconded** by Senator Patrick Reagan

**Approved**

**Chief Justice Daniel Cieslak swears in Senator Tyler Stevens.**

## **V. Executive Board Reports**

### **a) Sec. of Public Relations, Brandi Cunningham**

- 1) Banner is up!
- 2) Signs for elections are also in.
- 3) If you do not have super priority registration contact the Dean of Students Office.

### **b) Sec. of Student Involvement, Megan Murray**

- 1) Student Org. Board Luncheon
- 2) Friday Nov. 8<sup>th</sup> two buses will be travelling to Purdue for the men's basketball game.
  - a. \$20 ticket includes: ride, food, and admission.
- 3) Saturday Nov. 9<sup>th</sup> women's basketball hosts University of Cincinnati at the BOK
- 4) UK tickets are on sale for Nov. 10th

### **c) Sec. of Administration, Justin Wynne**

- 1) Congratulations Tyler! We now have a full Senate!
- 2) Please be engaged on the Safety Walk this evening.
  - a. Glad to see everyone in attendance.

### **d) Vice President, David Trump**

- 1) Anyone with dietary restrictions attending the Summit conference needs to contact me.
- 2) Need volunteers to present a 30-45 minute expose on Student Government.
- 3) KCLC at Morehead Feb. 8<sup>th</sup> leading discussion on Student Government
- 4) Faculty seems to be in favor of the resolutions that we have passed.

### **e) President, Erik Pederson**

- 1) Needs two volunteers for the Bookstore Advisory Committee.

## **VI. Committee Reports**

### **a) Finance Chair, Matt Frentz**

- 1) Please be professional on the Safety Walk this evening.

**b) Student Rights Chair, Katie Cox**

- 1) Town Hall materials ordered.
- 2) PR the event!

**c) Academic Affairs Chair, Tina Hoesl**

- 1) **Admissions Policy Committee Report:** Remittance Policy may change from reenrollment within 4 years with a fee, to within 2 years and no fee plus adhering to the current catalog.

**d) University Improvements Chair, Kristian Johnson**

- 1) Thank you Jon and Joey for their efforts on the Safety Walk this evening.

**VII. Ex-Officio Reports**

**a) ACR Liaison**

- 1) Not Present

**b) SBA Liaison**

- 1) Not Present.

**c) Legislative Liaison, Chandler Taylor**

- 1) Resolutions have been posted online.

**d) Judicial Council Chief Justice, Daniel Cieslak**

- 1) No Report.

**VIII. Advisor Reports**

**a) Dean of Students, Dr. Jeff Waple**

- 1) On Veteran's Day Matt Hackett will be attending SGA's meeting with updates on the Rec. Center timeline and design.

**b) Sarah Aikman**

- 1) PR Scholarships through SGA

**c) Danny Moore**

- 1) MLK Day of Service registration will begin on Nov. 1<sup>st</sup> and last through Dec. 1<sup>st</sup>

**d) Stephen Meier**

- 1) Not Present

**IX. Old Business**

No Old Business

**X. Announcements**

- Nov. 5ht the Strategic Plan will be finalized.
- Step Show this Friday in the SU Ballroom at 7
- SU Fall Fest this Saturday 6-10
- FSLC Philanthropy to the Devue Boys Home, SGA could sponsor a child.

**Adjournment**

Motion to adjourn by **Senator Abbey Duncan, 2nded by Senator Isaac McFarland; President Erik Pederson adjourned** the meeting at **4:21 p.m.**

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Minutes compiled by: **Justin Wynne, SGA Secretary of Administration**

**Email #1****From:** Northern Kentucky University <[KISKADENC@nku.edu](mailto:KISKADENC@nku.edu)>**Date:****To:** student@nku.edu**Subject:** Important Student Notice -- Course Evaluations Now Available

Dear NKU Student:

The opportunity to provide feedback about your courses this semester via NKU's online course evaluation website is now available. Instructions for completing evaluations are provided below, and the evaluations are available until <<DATE>> and <<TIME>>. Several reminder emails will be provided in the coming days. Please review the important notes below.

- **Student Responsibility:** Completing course evaluations is an important student responsibility, and instructors and university leaders take student feedback seriously to enhance student learning. Student feedback also plays a major role in the overall evaluation of professors and contributes significantly to their promotion and tenure processes.
- **Response Confidentiality:** Student evaluations are not available to instructors until after final grades are submitted, and instructors do not know which students submitted which responses. Even though students log in, no identifying information is connected to the feedback, and an independent company, Digital Measures, is responsible for collecting and reporting the results.
- **Providing Feedback:** Thoughtfully written, specific comments are important to help instructors enhance student learning.
- **Early Grade Release:** To encourage student participation, students who complete the evaluation surveys receive the benefit of immediate access to their final course grades as soon as they are submitted. Students are also permitted to select the "opt-out" option if they choose not to provide feedback.
- **Timing of Evaluations:** Evaluations are completed during the two concluding weeks of the course, prior to finals week (with the exception of 8-week and summer courses). Best practice shows that this is the appropriate time to collect feedback so that students can focus on the surveys during a time that is less hectic than finals week or after finals.
- **Before Clicking Submit:** Please check to make sure that you filled out the correct answers for the correct course and instructor before you submit your responses. Once you click submit, the responses are final and cannot be reset or revised.

**Instructions**

1. Go to <https://access.nku.edu/sacsei/login.php> or select the "Evals" icon on the iNKU app.
2. Log in using your NKU USER ID and PASSWORD.
3. Complete the evaluation for the courses listed (or opt-out by entering the evaluation and scrolling to the bottom of the evaluation and checking the box next to "I choose not to respond.")
4. Be sure you are satisfied with your responses, and then click SUBMIT to complete the evaluation.

Thank you in advance for taking the time to provide feedback; your participation helps NKU improve students' educational experience.

Sincerely,

Connie Kiskaden  
Office of Curriculum, Accreditation and Assessment  
Digital Measures – University Administrator/Technical Support  
Founders Hall 505; Phone 859-572-6394  
**Email** (feedback or additional comments): [eval@nku.edu](mailto:eval@nku.edu)  
**Website** (additional information): <http://eval.nku.edu>



**Email #2****From:** Northern Kentucky University <[KISKADENC@nku.edu](mailto:KISKADENC@nku.edu)>**Date:****To:** student@nku.edu**Subject:** (Reminder 1 of 3) Important Student Notice -- Course Evaluations Now Available

Dear NKU Student:

The opportunity to provide feedback about your courses this semester via NKU's online course evaluation website is now available through <<DATE>> and <<TIME>>. This is your first reminder email, and more reminders will be provided until you complete evaluations for each of your courses (or select the opt-out option). Please review the important notes below.

- **Student Responsibility:** Completing course evaluations is an important student responsibility, and instructors and university leaders take student feedback seriously to enhance student learning. Student feedback also plays a major role in the overall evaluation of professors and contributes significantly to their promotion and tenure processes.
- **Response Confidentiality:** Student evaluations are not available to instructors until after final grades are submitted, and instructors do not know which students submitted which responses. Even though students log in, no identifying information is connected to the feedback, and an independent company, Digital Measures, is responsible for collecting and reporting the results.
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Office of Curriculum, Accreditation and Assessment

Digital Measures – University Administrator/Technical Support

Founders Hall 505; Phone 859-572-6394

**Email** (feedback or additional comments): [eval@nku.edu](mailto:eval@nku.edu)

**Website** (additional information): <http://eval.nku.edu>

**Email #3****From:** Northern Kentucky University <[KISKADENC@nku.edu](mailto:KISKADENC@nku.edu)>**Date:****To:** student@nku.edu**Subject:** (Reminder 2 of 3) Important Student Notice -- Course Evaluations Now Available

Dear NKU Student:

The opportunity to provide feedback about your courses this semester via NKU's online course evaluation website is almost over! The evaluation system will close on <<DATE>> and <<TIME>>, and we hope you will find time to complete evaluations for each of your courses. Your instructors DO appreciate your feedback AND you will earn early access to your grades! Please consider completing your course evaluations before they close, and review the important notes below.

- **Student Responsibility:** Completing course evaluations is an important student responsibility, and instructors and university leaders take student feedback seriously to enhance student learning. Student feedback also plays a major role in the overall evaluation of professors and contributes significantly to their promotion and tenure processes.
- **Response Confidentiality:** Student evaluations are not available to instructors until after final grades are submitted, and instructors do not know which students submitted which responses. Even though students log in, no identifying information is connected to the feedback, and an independent company, Digital Measures, is responsible for collecting and reporting the results.
- **Providing Feedback:** Thoughtfully written, specific comments are important to help instructors enhance student learning.
- **Early Grade Release:** To encourage student participation, students who complete the evaluation surveys receive the benefit of immediate access to their final course grades as soon as they are submitted. Students are also permitted to select the "opt-out" option if they choose not to provide feedback.
- **Timing of Evaluations:** Evaluations are completed during the two concluding weeks of the course, prior to finals week (with the exception of 8-week and summer courses). Best practice shows that this is the appropriate time to collect feedback so that students can focus on the surveys during a time that is less hectic than finals week or after finals.
- **Before Clicking Submit:** Please check to make sure that you filled out the correct answers for the correct course and instructor before you submit your responses. Once you click submit, the responses are final and cannot be reset or revised.

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**Email #4**

**From:** Northern Kentucky University <[KISKADENC@nku.edu](mailto:KISKADENC@nku.edu)>

**Date:**

**To:** student@nku.edu

**Subject:** (Reminder 3 of 3) Important Student Notice -- Course Evaluations Now Available

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