

## Q7 Database FAQ

### Question 7 - Data Intended for Student Course Selection

- Q. When will faculty have a chance to discuss the possible Question 7 database this fall?
- A. Teaching Arts Luncheon on October 26, 2018 from 12:00-1:00 pm in the Paradise Room.
  - B. The discussion will also be on the agenda for a Chairs & Directors Meeting this fall.

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- Q. What is the language of the question meant to elicit data for student course selection?

- A. Question 7 on the pilot questionnaire reads as follows:

***Note: Whether you signed the preceding course feedback form or not, your response below will not be associated with or include your name. The comments in this section--and this section only--will be visible to all students and the instructor. As a member of the Smith community, you accept a responsibility for fostering thoughtful and respectful dialogue among your communities. Offensive or otherwise inappropriate comments will be flagged and possibly removed. (During this implementation phase, we are collecting the data from this question but are not yet ready to share it. We are in the process of creating a secure database and guidelines, and anticipate this to be ready in the next academic year.)***

Q 7. What would you like to say about this course to a student who is considering taking it in the future? Please include strategies you would recommend to future students to make the most out of this class.

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- Q. Can I opt out of Question 7 being asked?

- A. No. It will appear on all questionnaires so instructors can see what kind of answers emerge. During the next year, faculty will have the opportunity to discuss how Question 7 will be used in the future.

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- Q. Who will see data from Question 7?

- Instructors - You will be provided with a copy of your own data. Faculty will be given the opportunity to decide whether to share the results of Question 7 with students. To see your own Question 7 data, click the link "Course Feedback" on the Smith Portal.

- Students - We are working to create a secure database with data collected from Question 7, for the purpose of aiding students with course selection. We hope to create the database in 2018-2019, after additional conversations with faculty. Faculty will be given an opportunity to OPT OUT of sharing their data on the database. Faculty will also be able to request that inappropriate comments be redacted (see below). We believe that the database that we design will be better than what's currently available via ratemyprofessor.com because it will be more representative and current.
  - Chairs, Directors, and T&P will **not** be provided with copies of this data.
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Q. What do I do if I find inappropriate answers in my dataset for Question 7?

- A. The course feedback system will not share your students' responses to Q7 if you do not want this data shared. Faculty will be given an opportunity to OPT OUT of sharing their data on the database. Regardless of whether you choose to share your Q7 data, you may flag any responses as potentially inappropriate or offensive for review. This will help us determine the feasibility of a course feedback database for students, and it provides you with a way to redact inappropriate or offensive content from your public record.
- **Simply email a screenshot or cut and paste the comment with an explanation of why you believe it to be inappropriate or offensive to the Associate Dean of the Faculty and the Director of the Sherrerd Center.** Your data will be held in confidence. Once a decision is made by the Associate Dean and Sherrerd Center Director, you will be notified.
  - This [language from McGill University](#) about equity might be helpful as you decide whether or not to flag a comment as inappropriate.
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Q. What kinds of things do students say in response to Question 7?

- A. During the spring 2017 and fall 2017 pilots, students were respectful and thoughtful. Here's a [prototype database](#) of what they said in an example of what a database might look like. No data will be added to the final database without further conversation. The anticipated database creation is 2018-19, after additional discussions with faculty. Once it is created it will be a secure database, only accessible through authentication. Until that time, the data will be collected and securely stored.
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Q. How long will Question 7 data from a particular iteration of a course be available on the database?

- A. The current recommendation is that course data be retired after five years.
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- Q. Who can opt out of SHARING Question 7 data on a database?
- The current recommendation is that courses taught by colleagues in their first two years at Smith be automatically opted out.
  - Everyone will be given the option to opt out of sharing their Question 7 data on a database each semester.
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- Q. What ideas for improvement have colleagues suggested already?
- Tag comments by student's year, major, etc. (deemed impossible because it would scuttle anonymity)
  - Give colleagues a chance to respond
  - Members of the course feedback review board (currently the Associate Dean of the Faculty and the Sherrerd Director) should not serve on T&P for six years

Note: We welcome all ideas, but we may not be able to incorporate all of them, with the confidentiality issue around the majors suggestion as an example. We may also be limited by technical resources.