

REFERRAL

TO: The University Committee on Undergraduate Education
The University Committee on Graduate Studies

FROM: The Steering Committee

SUBJECT: SIRS Revision [Item 2021-11]

DATE: September 6, 2022

On August 12, 2022, the secretary for academic governance received the following e-mail from Assistant Dean of Global Education and Curriculum James Lucas:

I am working on a working group to implement the new SIRS process, which includes a new IT support solution. Until this point, IT has taken the lead on working through technical aspects of the situation; however, we now need to make some policy decisions on the academic-side to proceed. We need to have the correct policies developed during Fall 2022, so that IT can work with the vendor to get the program coded and implemented for Summer 2023.

A brainstormed list of issues that need to be in the policy and guided by academic governance:

- Design of the instrument
 - Goals and purpose for the instrument
 - Number of questions allowed on instrument
 - Distribution of questions across MSU, College, department, course
 - Use of question bank vs. "home-grown" questions
 - Standards for the questions, relationship to ULGs, MSU goals, Code of Teaching Responsibility, and strategic plans
 - System for "challenging" a question to get it removed or changed
 - System and timeline for review and updating questions
- Development and oversight of a question bank -- regular review, vetting, and updating of centralized questions
- Review over College, department, and course-level access to questions and processes for approving inclusion of non-centralized questions (e.g., how does a college decide which questions it will ask, who approves, who has oversight in the college?)
- Security access approvals for end-users
- Determine appropriate use and dissemination of data from the effort, decisions about access to the data, annual reporting and analytics
 - Decisions about who has access to what information and when
 - Decisions about using the data for research; what data can be made public in aggregate
 - Support for Deans, Chairs, Directors, etc. in pulling, interpreting, and using data
- Development of training sessions and on-boarding for instructors

The SIRS working group would like to initiate our formal writing process through close collaboration with the relevant governance committees. We want their feedback on the planning thus far, to hear from them how they might like to engage in the policy development process (sub-committee, liaison, etc.), and gather advice about how to best gather stakeholder feedback.

The *Bylaws for Academic Governance* state that the University Committee on Undergraduate Education and the University Committee on Graduate Studies “shall have shared responsibility with the [Dean of Undergraduate Studies/Dean of the Graduate School, respectively] to consult with the Provost . . . on policies pertaining to . . . evaluation of instruction.”¹

Given that the revision of the SIRS instrument involves the “evaluation of instruction,” the Steering Committee refers this matter to the University Committee on Undergraduate Education and the University Committee on Graduate Studies, with UCUE designated as the lead committee per Bylaw 3.4.2.5.2. Please use the academic governance tracking number 2021-11 in any communications regarding this item and provide regular updates to the Steering Committee on any developments.

Feel free to reach out to Secretary for Academic Governance Tyler Silvestri at (517) 355-2337 or acadgov@msu.edu if you have any questions.

¹ See [Bylaws for Academic Governance](#) (last amended April 22, 2022), §§ 4.4.5, 4.8.5.