MEMO

To: ASMSU
From: UCGS
Date: November 30, 2017

The Associated Students of Michigan State University (ASMSU) requested feedback from University Committee on Graduate Studies (UCGS) on their proposal to implement a mid-semester feedback process. The ASMSU proposal was reviewed and discussed by the UCGS Graduate Instruction, Employment and Mentoring Subcommittee and also by the full UCGS on two occasions (October 9, 2017 and November 6, 2017). The Subcommittee and UCGS also reviewed the survey instrument and the feedback from the Spring 2016 pilot test.

Based on discussions of the GIEM Subcommittee and the full UCGS committee, we have the following comments and suggestions.

- UCGS recognizes the potential usefulness of a process to gather mid-semester feedback.
- UCGS does not support a mandated mid-semester feedback process.
- UCGS does support a recommended mid-semester feedback process in which guidance is provided by the Academic Advancement Network and/or the College of Education. Such guidance could include a discussion of best practices, a set of validated survey questions from which instructors could choose, and implementation guidance.
- UCGS recommends that ASMSU gather feedback from graduate students, including graduate student teaching assistants, to understand the implications of this proposal for graduate TAs.

Finally, UCGS recommends that mid-semester feedback surveys be considered as part of the overall discussion of the use of SIRS as a performance evaluation tool. The Ad Hoc committee evaluating the use of SIRS is tasked with considering the use of SIRS versus other evaluation tools, and as such, the recommendations of this Ad Hoc committee will be relevant in understanding the validity of tools such as mid-semester feedback surveys as compared to other methods of evaluation.