

Small Group Instructional Diagnosis (SGID) Protocol

Prior to SGID

1. The instructor should contact the Teaching Center at least two weeks prior to when they would like the SGID performed by emailing their request to teaching@pitt.edu.
2. A teaching and learning consultant will contact the instructor to set up a meeting prior to the SGID to review the process and discuss the instructor's teaching and learning goals.
3. The instructor and teaching and learning consultant will schedule a mutually agreed upon date for the teaching consultant to visit the class and conduct the SGID. Instructors should allot a 30-45 minutes of class time for the SGID.

Process

1. The teaching and learning consultant will visit class on the agreed-upon date. The instructor will introduce the consultant and explain that the purpose of the SGID is to collect detailed student feedback in order to inform improvements to the course. After that, the instructor will leave the classroom.
2. During the SGID, the students will have the opportunity to reflect on four questions individually and in small groups, then will come together as a full class to vote. The purpose of this process is to arrive at consensus on responses to questions and eliminate outlying responses. Questions include:
 - What in this class assists with your learning?
 - What in this class impedes your learning?
 - What could your instructor do to improve your learning experiences in the course?
 - What could you do to improve your own learning experiences and those of other students in this course?
3. The teaching and learning consultant will hand out copies of the questions to students and ask them to reflect on questions individually for 4 minutes. The consultant will also communicate that sheets will be used in small group discussions and will not be collected.
4. The teaching and learning consultant will divide the class into small groups of 4-6 students and give each group a clean copy of the questions. Student groups will select a recorder and reporter to write down and communicate the group's conversation to the whole class. Students will be instructed to compare reflections. In order to record a response to a question, the entire group must agree. Groups will have 2-3 minutes per question to discuss.
5. Following small group discussions, the teaching and learning consultant will ask each group to share results. The entire class will have the opportunity to vote on responses. They may vote that they agree, disagree, or are neutral. The consultant will record a tally of whole class responses and ask clarifying questions as needed.
6. After the vote is complete, the teaching and learning consultant will thank the students for their feedback and tell the class that they will deliver the instructor a report within the next week that the instructor will discuss with them.

After the SGID

1. The teaching and learning consultant will contact the instructor to schedule a meeting to discuss results within one week following the SGID.
2. At the meeting, the teaching and learning consultant will give the instructor a short, written report on results and will help the instructor interpret results and plan changes to their class based on data.
3. The instructor should plan to discuss results with their students and provide a rationale for changes they decide (or do not decide) to make to the course.