Small Group Instructional Diagnosis (SGID) Process

SGID is a five-step process involving the evaluated instructor\(^2\), constituents, and a team consisting of a facilitator and a recorder. The evaluated instructor may contact Human Resources to locate facilitators for this option.

The first step is a conference between the evaluated instructor and the facilitator in which the facilitator explains the SGID process and schedules the procedure for one specific class or group activity.

The second step is the classroom procedure: The two-member SGID team (a facilitator and a recorder) convenes class and introduces the process to students. The evaluated instructor is asked to arrive 30-45 minutes late. Students divide themselves into groups of about five each and then select one member to act as a recorder/spokesperson. Each group discusses the three questions below. The student recorder/spokesperson writes down on worksheets all comments made in response to the three questions below. The SGID team circulates to keep the groups on task, focusing on positive suggestions rather than negative complaints.

- What class activities and teaching techniques have been most helpful to you in meeting your learning objectives in this course?
- What specific changes could the instructor make to help you more completely meet your learning objectives for this course?
- If you had a friend who was going to take this course, what advice would you give him or her about this class and instructor?

After a maximum of 15-minutes of discussion, each student recorder/spokesperson reports consensus comments from the group. The SGID recorder writes these responses on a flip chart, and the facilitator asks clarifying questions to ensure that each group is satisfied with the wording. The SGID team members later transfer the flip chart information to the SGID Team Student Comments Report.

In the third step, before the next class meeting the SGID team meets with the instructor, using the SGID Team Students Comments Report, flip charts, and student comment sheets as references to discuss student comments, instructor reaction, strategies for change, and a suggested approach for the instructor follow up review with the class. The SGID team leaves the above-mentioned materials with the instructor.

In the fourth step, during the first few minutes of the next class meeting, the instructor offers reactions to student feedback and outlines intended changes.

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1 SGID team members do not serve as PRC/TRC members (since the SGID process documents anonymous constituent feedback). The evaluated instructor must select SGID team members from the trained SGID pool.
2 Evaluated Instructor is either a Tenure Candidate or a TFM.
In the fifth step, the evaluated instructor completes the Response to the SGID Process Report and includes it in his/her packet. The evaluated instructor may dispose of or keep the flip charts and the student comment sheets.

**SGID Trained Facilitators**

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