

## **Small Group Instructional Feedback (SGIF) Process**

Small Group Instructional Feedback (SGIF) is one form of early feedback that is designed to channel student perceptions into opportunities for instructional improvement.

The procedure for conducting and interpreting an SGIF is:

1) After a brief introduction, the instructor leaves the room and the consultant reviews the SGIF process. The consultant informs the class that this is a voluntary process and that he/she has been invited by the instructor to get their feedback because the instructor is interested in their comments and in enhancing the level of instruction in this particular class.

2) The consultant introduces the SGIF procedure with a statement such as: “As your instructor has explained, I am an instructional consultant from the Academy of Teaching and Learning Excellence; ATLE, and I am here to lead a conversation about this course. I will ask you to form groups of about five people and to choose one person in the group to be the recorder of your comments and spokesperson. I will hand each group a sheet of paper with three questions for you to discuss in your small groups. Please try to come to consensus on your responses to these questions and the recorder will write down your comments. After about 10 minutes I will call all the groups back together and we will discuss each question together as a whole class. I will collect all of your small group responses and type them to give to and discuss with the instructor. No individual students will be identified and only the comments of students as a group will be shared.” The three questions are (write them on the board as you announce them):

- A. What is going well in this class so far?
- B. What suggestions do you have for improvement?
- C. What other comments do you have?”

3) The consultant reminds students that responses to question B. should be stated in a way that can be translated into action to improve the course. This is not an opportunity to gripe or complain but rather one to make tangible suggestions to improve the educational experience. Also, the consultant tells students that responses to question C. can relate to aspects of the course not covered by the two previous questions.

4) After about 10 minutes of small group discussion, the consultant asks the spokesperson for each group read their responses to question A. After all groups have discussed their comments to question A, the process is repeated for questions B and C in turn. (When the SGIF is conducted in large classes it may be impractical due to time constraints for every group to report their comments; therefore, the consultant may select a smaller sample of groups for public reporting, ensuring that all groups have at least an opportunity to report on one of the three questions.)

5) The consultant can allow for large class discussion of the small group comments if appropriate. This provides an opportunity for students to hear opposing views and to modify or add to their small group comments.

6) After all groups have reported and the class has had the opportunity to discuss what they wish (this usually takes about 10 minutes), the consultant thanks the students for their cooperation and assures them that you will try to communicate their feedback to the instructor as clearly and accurately as possible and that no individual students will be identified and only the typed comments of students will be shared.