Center for Teaching and Learning
UNIVERSITY OF GEORGIA

MSFE Debrief Meeting

Prior to your MSFE, you should already have scheduled a debrief meeting with the instructor. The goal of this conversation is to help the instructor understand the feedback they have received, and to identify their responses to that feedback.

TIMING

Ideally (but not always practically), this meeting will take place after their MSFE but before their next class session. For optimal effectiveness, it should take place within one week of the MSFE.

GOAL

For each point raised by students, the instructor has three basic options:

1. Make an adjustment (and communicate it to their students).
2. Keep things as is (and explain why to their students).
3. Ignore it.
   - This should be reserved for low-priority items, and those raised by just a few students.

As you talk with the instructor, use your teaching and learning expertise – combined with your experience talking with their students – to help guide them toward worthwhile responses to their students' feedback.

Template MSFE Debrief Conversation

1. Welcome, etc.
2. Ask: Have you had a chance to look at the feedback I sent you?
   a. Yes:
      - What jumped out at you? (Was there anything in their you found surprising?)
      - Then keep track through the conversation and point their attention to key items they may have skipped over.
   b. No: No problem! Let's walk through it together and talk about it.
3. Wrap-up: Finish up with a re-cap of the various specific things they plan to do and say in response to the feedback
   - (they'll probably be writing a list for themselves, and rehearsing what's on it can be useful and may raise a few more points)