



GOODWIN COLLEGE

POLICY AND PROCEDURE

TITLE:	Course Evaluation Surveys
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POLICY STATEMENT:

Goodwin College encourages students to use the course evaluation system to evaluate all courses, faculty, and full-time staff. Student evaluations provide useful feedback to the college for course and faculty improvement. Although aggregated results are generally available to the public, students who complete course evaluation surveys are promised anonymity and confidentiality. The course evaluation data is reviewed by Department Chairs and Program Directors each semester. Individual departments and programs set the threshold for minimum standards. Department Chairs and Program Directors use the data as a means of monitoring faculty effectiveness.

PROCEDURE DETAILS:

Student course evaluations occur in the last 2 weeks of each course module, for a total of six administrations per year (i.e., two each semester, at the end of the 7.5 week and 15 week classes). Two weeks prior to the administration, the vendor receives a data file, produced from Sonis by staff in the Office of Institutional Effectiveness, that contains all of the students, course and faculty information. Administrators, faculty and students receive emails alerting them to the upcoming administration, and receive periodic reminders during the administration period, which encourage students to complete the survey, and the faculty to remind the students. Approximately one week after the close of finals, the results are available to administrators and instructors on a vendor maintained website. Department chairs, program directors and instructors can view the results appropriate to their level of management. The website is maintained by the outside vendor who provides the necessary technology, support and expertise, and assures confidentiality for participants. The vendor maintains the website, collects and analyzes the responses and produces the majority of the reports.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

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|--|--|
| <input checked="" type="checkbox"/> COLLEGE CATALOG | <input type="checkbox"/> STAFF HANDBOOK |
| <input checked="" type="checkbox"/> FACULTY HANDBOOK | <input checked="" type="checkbox"/> STUDENT HANDBOOK |

DEFINITIONS:

Course evaluations are done by an outside vendor who provides the necessary technology, support and expertise, and to help assure confidentiality for participants. Goodwin provides the vendor with student, staff, faculty, and course data, and the vendor maintains the website, collects and analyzes the responses and produces the majority of the reports. Department chairs, program directors and instructors can all view the results appropriate to their level of management.

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

All academic department chairs and program directors
Director of Institutional Research and Assessment
Vice President for Academic Affairs
Provost

HISTORY: While the college has a long history of conducting course evaluation surveys, Iota online administration began in fall 2012.

The College Committee on Assessment approved the course evaluation policy and procedure in the fall 2015. OIE reviewed the policy and procedure in the Summer of 2016.

EFFECTIVE DATE:	Fall 2015
RESPONSIBLE OFFICE (ONLY ONE):	Institutional Effectiveness
REVIEW DATE:	May 31, 2017 by OIE

APPENDIX:

Include any supporting documentation that would be of use for the interpretation, future evaluation, or revision of the policy and procedure. Examples include: the text of the law or regulation that required the creation of the policy or which the policy was designed to comply with and meeting minutes documenting open forum discussion (arguments for and against, resulting vote).