The below is meant to be both descriptive and prescriptive. In addition to describing various aspects of administering the course evaluation system, it prescribes how the system ideally operates and sets standards by which the process is determined to be effective. The below assumes the primary purpose of student evaluation of course instruction is improvement and enhanced quality and that results from student evaluations can and should be used for these purposes at each of these levels: individual faculty, courses, degree programs, schools, the Core Curriculum, and the institution as a whole.

1. Scope:
   a. All SMC courses—both credit-bearing and zero-credit courses—will be evaluated, and evaluations will be sent to all students enrolled in these courses during the given term.

2. Roles and responsibilities:
   a. The course evaluation system will be administered through the Provost's Office by the Office of Institutional Research (OIR). Neither schools nor academic programs will administer a course evaluation system separate from the central evaluation system without Provostial approval.

   b. OIR is responsible for planning and designing the evaluation cycles, data collection, data analysis, and reporting, in collaboration with Dean-appointed individual administrators at each of the four schools. OIR is responsible for the safekeeping of all student evaluation results.

   c. The Academic Senate is responsible for the content of questionnaires used for the student evaluation of course instruction.

   d. Confidentiality: All of the above offices/groups agree to confidentiality of student responses and accept that a violation of confidentiality is prohibited.

3. Mode of administration:
   a. All evaluations will be administered electronically and the College’s student information system will be the sole source of data for the course evaluation system.¹
      i. IT Services will provide the appropriate electronic course files in a timely manner and the deans and vice provosts are ultimately responsible for the accuracy and integrity of these data files.²
      ii. The loading of data for course evaluations will operate in a manner appropriate for each course.

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¹ Although related to the course evaluation system, the Office of Institutional Research will not involve itself in the origination, movement, or management of course data at the program or school levels or within the Registrar’s Office.
² For each evaluation cycle, five files will be provided: course, student, faculty, student-course, and faculty-course.
2. Data collection:
   a. Deans and vice provosts are ultimately responsible for seeing that faculty assignment to courses and class meeting dates are accurate before the retrieval of course files.
   b. For any data collection cycle, retrieval of course files (and, thus, data collection) will commence after the course withdraw deadline.
   c. The data collection period will begin when 20% of course instruction in the course’s term remains and does not extend beyond the last class meeting date. The course evaluation system will use the last meeting date that is registered in the Registrar’s Office.
      i. For semester-based programs and per the Senate-approved credit hour policy, final exams are considered part of the instructional activity of each course—the data collection period will include the final exam period.
      ii. During the data collection period, faculty will be able to view response rates in real time.
   d. Exceptions to the above data collection period can be made. Generally, the process is: There is a deadline for these requests; requests for an exception are given to the school’s course evaluation contact; the contact person forwards this request to OIR after review; OIR makes the change before the period begins.
   e. If faculty have asked students to complete their evaluation during class time, these faculty are expected to leave the room when students are taking their evaluations.
   f. For any given term, data collection will end before the period when course grades are released.

4. Reporting:
   a. Release of faculty evaluation reports will occur after the grade submission deadline for the given term.
   b. The release of reports will vary according to type of academic term:
      i. For semester-based programs, reports will be sent two weeks after grades are due for semester-based programs.
      ii. For trimester-based programs, reports will be sent two weeks after the last day of the term.
      iii. For quarter-based programs, reports will be sent the Friday of the week after the last week of the term.

5. Viewing of evaluation reports:
   a. Viewing of course evaluation reports will be stratified. The below lists the positions that can view these reports, as organized by four groups: staff administrators, faculty administrators, department chairs/program directors, and individual faculty.
      i. Staff administrators include select Provost’s Office staff and Institutional Research staff. These staff can view all reports as members of these
offices are responsible for maintaining the evaluation system and retrieving reports on demand.

ii. Faculty administrators are divided into two groups, with one group capped at the school level and the other group viewing all reports.

1. Academic deans can view reports from their schools.
   a. Deans have the option of granting an Associate Dean in their school access to dean-level reports if this person is involved in the evaluation of faculty.

2. The Provost and the Vice Provosts form the second faculty administrators group. They can view all reports.

iii. Department chairs/program directors can view reports from their departments/programs.\(^5\)

iv. Individual faculty can view their own course-based reports.

\(^5\) Department chairs/program directors include directors of January Term and Collegiate Seminar.