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. Considering that the below was developed from having begun implementation of the new online system, I suggest not finalizing this until after Spring ‘14. Only then we will have one year of all programs having used the system; policies and procedures should not be codified until the system is no longer in flux to the extent that it has been.

**STUDENT EVALUATION OF COURSE INSTRUCTION POLICIES**

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

2. **Purpose:**
   a. The primary purpose of student evaluation of course instruction is improvement and enhanced quality, at any level of the institution.
   i. Results from student evaluations can and should be used for improvement and enhanced quality at each of these levels: individual faculty, courses, degree programs, schools, the Core Curriculum, and the institution as a whole.

3. **Roles and responsibilities:**
   a. The student evaluation system will be administered through the Provost’s Office by the Office of Institutional Research. Neither schools nor academic programs will administer a course evaluation system separate from the central evaluation system without Provostial approval.
   i. The Provost’s Office will fund the system.
   b. The Office of Institutional Research 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.
   i. The Office of Institutional Research is responsible for the safekeeping of all student evaluation results.
   c. The Faculty Senate is responsible for the content of questionnaires used for the student evaluation of course instruction.
   d. Use of results:
   i. Academic Affairs and the Faculty Senate are equally responsible for using student evaluations results at any level.
   e. Confidentiality:
   i. All of the above offices/groups agree to confidentiality of student responses and accept that a violation of confidentiality is prohibited.
STUDENT EVALUATION OF COURSE INSTRUCTION PROCEDURES

1. Mode of administration:
   a. Beginning Fall 2013, 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.

2. Student response rate:
   a. Academic Affairs and the Faculty Senate, in collaboration with the Office of Institutional Research, shall determine the standard for student response rates and shall determine the most optimal approaches for reaching and maintaining this standard.

3. Data collection:
   a. For any data collection cycle, retrieval of course files (and, thus, data collection) will commence after the course withdraw deadline.
   b. Deans and vice provosts are ultimately responsible for seeing that faculty assignment to courses is accurate before the retrieval of course files.
   c. 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. All faculty will be sent their evaluation report(s) electronically within one month of the grade submission deadline of the given term. Access to these faculty reports by others (see below) will occur within one month of the grade submission deadline of the given term.

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.
5. Access to evaluation reports:
   a. Access to student evaluation of course instruction reports will be stratified. The below lists the positions that have access to 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 have access to 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 having access to all reports.
      1. Academic deans have access to 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 have access to all reports.
   iii. Department chairs/program directors have access to reports from their departments/programs.5
   iv. Individual faculty have access to their course-based reports.

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5 Department chairs/program directors include directors of January Term and Collegiate Seminar.