

Student Feedback Survey Review of Process

<https://www.stmarys-ca.edu/evaluation-and-assessment/course-evaluation>

After a three-year study, several reports, and a pilot, the Academic Senate Course Evaluation Task Force (the Task Force) produced its final report spring 2018. At the end of the spring semester, the Academic Senate adopted the Task Force's approach to course/teaching evaluations, which is a departure from the prior approach at SMC and many other institutions. Instead of focusing on the course or the instructor, as did the previous course evaluations, the Student Feedback Survey focuses on student learning. The new form will be rolled out campus-wide during September through December, as programs end. (Those interested in more information regarding the Task Force and its reports, will be able to locate the information here: <https://www.stmarys-ca.edu/faculty-governance/academic-senate/ascet-academic-senate-course-evaluation-taskforce>.)

The Senate also adopted the Task Force's recommendations on procedures. That process will be rolled out at the same time as the Student Feedback Survey. SMC uses Explorance Blue learning experience management software to automate and implement the Student Feedback Surveys, which maintains confidentiality. Although this online system allows students to fill out their surveys from any Internet capable device, undergraduate faculty are asked to conduct the Student Survey online in class during the last week of classes. Experience has shown that conducting the survey during class time will produce a much higher rate of undergraduate student participation in the survey and increase the quality of the feedback. As of this writing, the timing for graduate and professional programs is being worked out and will be announced when finalized.

SMC currently uses two instruments: a common Student Feedback Survey for nearly all undergraduate and graduate courses and a Seminar and Integral form designed for just those courses. Copies of these forms are available on our website.

Faculty are invited to view their course information through SMC email and they may also use MOODLE as well. This course specific page contains the timing for the Student Feedback Survey and Seminar/Integral evaluations (when applicable), a course roster, and the response rate when the window is open. Your email for access will arrive for your review several days before the survey or evaluation, as applicable, becomes available for student access.

After the timing for student participation in the survey or evaluation closes and course grades are distributed at the end of each term, the aggregate ratings and feedback from the surveys or evaluations, as applicable, become available to SMC faculty and administrators in a report format.

Some specific information regarding the process:

- An announcement will be made to the entire faculty at the beginning of the 2018 academic year to introduce the new process for the Student Feedback Survey.
- In general, however, under the new process, faculty will be advised to provide students with scheduled class time (i.e. in your syllabus) to complete the evaluation, to ask that students bring an internet capable device to class or borrow one from another student in class, and devote enough class time for every student to thoughtfully complete their evaluation (10-15 min).
- Students are more likely to complete course evaluations if they see value in them. Consequently, there will be a statement provided by the Task Force, as adopted by the Academic Senate, that faculty will be advised to read to their students. Also, it is important to talk to the students about how you use the survey information. Explain the importance of the survey (i.e., gathering feedback on how student learning can improve).

More extensive information regarding Student Feedback Survey process can be found on the FACULTY FAQ page on our website <https://www.stmarys-ca.edu/evaluation-and-assessment/faculty-faqs>

(Key terms @ SMC Home: Institutional Research /Student Feedback Survey / Course Evaluations)

The Task Force

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