St. Cloud Technical & Community College
Policies and Procedures
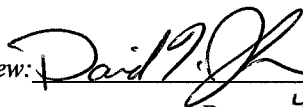# Chapter <u>S3</u> – <u>Educational Policies</u>

<u>S3.25</u> <u>Student Course Feedback Policy</u>

Update Revision Responsibility: Vice President of Academic Affairs

St. Cloud Technical and Community College recognizes the importance of students in the course feedback process. The purpose of the course feedback policy is to present a broad view of teaching and learning and allow students to provide instructors with useful and honest feedback. The feedback is used by faculty to improve the quality of their instruction and in professional assessment and documentation.
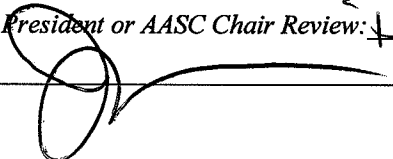
The college approved course feedback tool will be used to ensure the consistency and reliability of the instrument and process. Course feedback may include demographic, course, student, and instructor information, and allow for narrative responses. Student confidentiality is a priority and will be maintained throughout the feedback process. The course feedback tool will be used according to the approved student course feedback procedure.

Faculty Shared Governance Council President or AASC Chair Review: _____ *Date:* 4/30/12

College President: _____ *Date:* 4/36/12

Date of Adoption: _____

Date of Implementation: <u>4/30/12</u>

Date repealed or replaced: _____

St. Cloud Technical & Community College
Policies and Procedures
Chapter <u>S3</u> – <u>Educational Policies</u>

<u>S3.25.1</u>   <u>Student Course Feedback Procedure</u>

The college recognizes the importance of faculty autonomy in the classroom and the unique nature of each individual's teaching situation. It is expected that all faculty will conduct student course feedback based on the following schedule:

1. **Full and Part-Time Unlimited** faculty will conduct course feedback assessment in a minimum of one course with ten or more registered students each semester. Faculty may select the course(s) in which to conduct the feedback assessment each semester.
2. **Probationary** faculty will conduct course feedback assessment in all courses with ten or more registered students each semester during their probationary period.
3. **Temporary Full and Part-Time** faculty will conduct course feedback assessment in all courses with ten or more registered students during the first six semesters of employment. After this time period, feedback will be conducted on a schedule determined by the supervising academic dean.
4. **Adjunct** faculty will conduct course feedback assessment in all courses with ten or more registered students each semester.

Each semester faculty will receive course information, distribution, collection, and feedback instructions. To ensure the reliability and confidentiality of the assessment, instructions will include processes for distribution, collecting, and reporting results. Deadlines for the administration of the course feedback forms will be determined based on the semester schedules but will occur during the second half of the course session. Faculty will not have access to the report results until after the final grades for the course have been submitted. A copy of the report results will be distributed to the faculty member and appropriate Academic Dean. Faculty members will review feedback results and have the opportunity to provide any additional information and comments on the course. Faculty may use this information as part of annual performance evaluation and/or professional development.

Faculty Shared Governance Council President or AASC Chair Review: _____ Date: 4/30/12

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Course Feedback Form

Student Information
Response Definition: SA=Strongly Agree   A=Agree   N=Neutral   SD=Strongly Disagree   D=Disagree

1. I was self-motivated to learn this course material.
2. I attended class sessions and/or individual appointments.
3. I participated actively and contributed thoughtfully in class sessions.
4. I asked the instructor for help/guidance when I needed it.
5. Overall, I gave my best possible effort to learning in this course.

6. What is the average number of hours per week you spent on this course outside of class?
   1-2   3-5   6-9   9-11   12+
7. What is your expected grade in this course?
   A   B   C   D   F   I
8. Why are you taking this course? (Mark all that apply)
   General Education Requirement   MN Transfer Course   Required for Major
   Pre-Requisite for Program   Elective   Other

Course Activities and/or Assignments
Response Definition: SA=Strongly Agree   A=Agree   N=Neutral   SD=Strongly Disagree   D=Disagree

9. The course was well organized to help students learn.
10. The syllabus accurately described course requirements and learning outcomes.
11. The course activities, assignments, and assessments were clearly connected to the learning outcomes.
12. Instructions for activities, assignments, and assessments were clear, easy-to-follow, and contributed to my learning.
13. The amount of work required was appropriate to the outcomes.
14. The level of intellectual challenge was high.

The Instructor

Response Definition: SA=Strongly Agree   A=Agree   N=Neutral   SD=Strongly Disagree   D=Disagree

15. The instructor was well-prepared for class.
16. The instructor inspired interest and excitement in the course material.

17. The instructor communicated ideas and information clearly and effectively.
18. The instructor provided multiple ways for me to learn the material.
19. The instructor encouraged me to connect my life experiences to the course.
20. The instructor provided clear and useful feedback about my work throughout the semester.
21. The instructor provided timely feedback about my work throughout the semester.
22. The instructor was available and helpful when asked.
23. The instructor treated students and their ideas with respect.
24. The instructor used a variety of methods to fairly evaluate my work (such as tests, projects, papers, and other assignments).

Summary Comments

Response Definition: SA=Strongly Agree   A=Agree   N=Neutral   SD=Strongly Disagree   D=Disagree

25. This course increased my desire to continue learning about this material.
26. I would recommend this course to other students.
27. I would recommend this instructor to other students.
28. Overall, what I learned in this course is of value to me.

29. What did you like best about this course?

30. What change(s) would you like to see in this course?

Adapted from:

Tom Angelo; Curriculum, Teaching and Learning Center – La Trobe University

Normandale Student Survey of Instruction