

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS
SIP-2220

SUBJECT: Course Feedback

REFERENCE: Procedural Rules of the West Virginia Council for Community and Technical College Education
SCP-2218 Evaluation Process for Full-Time Faculty
SCP-2686 Promotion and Tenure Policy

ORIGINATION: July 1, 1984

EFFECTIVE: December 9, 2008

REVIEWED: August 6, 2008

SECTION 1. PURPOSE

- 1.1. The purpose of this procedure is to establish responsibility for collecting student feedback on courses and for reporting this feedback to faculty members and administrators.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1. This issuance applies to all full-time and adjunct faculty of Southern West Virginia Community and Technical College (Southern).

SECTION 3. DEFINITIONS

- 3.1. None.

SECTION 4. PROCEDURE

- 4.1. The primary purpose of the course feedback form is to provide instructors with data regarding student perceptions of each course section that will be of value in improving teaching performance in future courses.
- 4.2. As a part of their efforts to improve teaching performance, Division Deans, the Chief Academic Officers, and the President may use these data in their evaluation of each faculty member's performance; applicants for promotion and/or tenure will also include these data in their application packets.
- 4.3. The statistical data collected and distributed will relate solely to instructors' performance in their own courses. The summary reports will include the results from each section taught, so that faculty members may compare results among different sections of the same course.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1. None.

SECTION 6. GENERAL PROVISIONS

- 6.1. None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1. Course feedback forms for each course section will be administered on a date established by the Chief Academic Officers after a minimum of sixty percent of the class meetings for traditional courses has been completed. For short-term courses of less than 14 weeks in duration, the Department Chair will work with the instructor to develop a date for the administration of the course feedback procedures.
- 7.2. The actual class period in which the course feedback forms will be administered will be determined in cooperation with the instructor in order to minimize disruption of class activities.
- 7.3. For courses taught by full-time faculty and adjunct faculty under the direct supervision of the Department Chair, the course feedback forms will be administered by a Department Secretary or – in the absence of the Secretary – a designee of the Department Chair. This designee will be a regular employee of Southern and will not be a currently enrolled Southern student.
- 7.4. The person administering the forms will remain in the room while the forms are completed and deliver them to the appropriate Department Chair, designated Secretary, or Chief Academic Officer immediately after completion. Faculty members will leave their classrooms while the forms are being administered.
- 7.5. The Department Chair, Chief Academic Officers, or designee will deliver the forms to Technology Services as soon as they are completed, but no later than two weeks prior to the last day of classes for that semester. After scanning the forms, Technology Services will return the original forms to the appropriate department. The Department Secretary will type any student comments for each course section at least one week prior to the end of the semester. All student comments will be directed to the appropriate department.
- 7.6. For short-term courses, the Department Chair or designee will deliver the forms to Technology Services as soon as they are completed.
- 7.7. Technology Services will compile a summary of the data for each section of a course. The summary will include the number of students completing the form, and for each statement on the form both the number of students and the percentage of students responding under each category (Strongly Agree, Agree, Disagree, or Strongly Disagree) will be shown. These summaries will be sent from Technology Services to the Department Chairs no later than the last day of regularly scheduled classes before final exams begin.
- 7.8. Summary reports of statistical data and written comments from the course feedback forms will be provided to faculty members and to the Chief Academic Officers by the Department Chairs no later than the date established for submission of the final grades to the Records Office.

SECTION 8. CANCELLATION

- 8.1. SCP-2220 Course Feedback Policy and SCP-2220.A Course Feedback Form.

SECTION 9. REVIEW STATEMENT

- 9.1. This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

- Attachments:** SIP-2220.A Course Feedback Form
- Distribution:** All employees of Southern West Virginia Community and Technical College via www.intranet.southernwv.edu
- Revision Notes:** April 2010 — Policy SCP-2220 and its attachment were rescinded by the Board of Governors to become a unit procedure on December 9, 2008.