

SCE Administration Procedures

Recognizing the usefulness of student feedback in improving teaching and learning, the administration of student evaluation of instruction should allow for optimal and confidential participation by students, while providing for an appropriate level of security to insure the validity of the process. The following rules shall be observed for administration of student evaluations of instruction:

General

1. All courses shall be evaluated each semester. Online classes will use the electronic SCE application; hybrid courses may use either paper or electronic application; all other classes will use the paper version.
2. Summer courses shall be evaluated using the online SCE application.
3. Each instructor in courses taught by more than one instructor will be evaluated separately.
4. Evaluation results shall be returned to divisions no sooner than the day after grades are due.

Paper

1. Forms and paper for written comments will be provided to deans for distribution. The forms and comment sheets will be enclosed in an envelope with the course number, section, and instructor's name. Cross-listed courses will be combined and will not be delivered separately. Written instructions will be provided and will include instructions to be read to the students before they begin responding to the survey.
2. For regular classes taught during the Fall and Spring semesters, the dean shall deliver the evaluation forms to divisions at the beginning of the 9th week of each semester. Surveys shall be administered between the 9th week of the semester and the course final. For classes that do not meet the entire semester, the dean shall deliver the evaluation forms no later than 3 days after the last day to drop the course.
3. Instructors should administer the surveys at a time that will insure maximum participation.
4. Students who do not attend the class when the evaluations are administered may request to complete the form at another time before grades are due. A reasonable effort will be made to accommodate requests.
5. The instructor shall deliver the envelope containing the questionnaires and comment sheets to a student in the course, who will assume responsibility for distributing the forms and collecting them. The selected student will seal and sign the envelope and deliver it to the division office within 24 hours of completion of the survey.
6. Instructors shall leave the classroom after delivering the forms to the student selected to administer the questionnaire, and shall not attempt to identify specific students' responses.

7. Divisions shall monitor completed surveys and insure that all envelopes are returned.
8. The division chair shall deliver the sealed envelopes to the Office of Institutional Planning, Research, and Assessment (IPRA) for processing.
9. Forms and written comments shall be returned to IPRA no later than the day grades are due.
10. IPRA shall verify that all envelopes are signed and sealed. Unsigned or unsealed envelopes will not be accepted and shall be returned to the division chair. The dean shall be notified of receipt of unsigned or unsealed envelopes.
11. IPRA shall process the forms and deliver reports along with written comments to the division chair. All completed forms, written comments, and a summary report shall be returned to the division chair no later than six weeks after the close of the semester.
12. If forms are not processed because of mutilation, they will, if possible, be reconstructed and processed. All reconstructed forms shall be returned, stapled to the original form.
13. Reports produced by IPRA shall conform to guidelines specified by the appropriate use portion of the SCE procedures.

Comments (paper)

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1. Comments may be submitted on forms provided by IPRA.
2. Comments, if any, shall be submitted by students at the same time that survey forms are completed and returned.
3. Comments may also be submitted electronically through the “How’s My Driving” process.

Electronic

1. Online courses will use the electronic SCE application.
2. The electronic SCE application will be open from the day after the last day to drop a course through the day before grades are due.
3. Instructors shall monitor completion rates of their online courses and shall encourage students to participate in the evaluation process.