SECTION: 4.0 Administrative
SUBJECT: Administration of Student Course Evaluations

Background: This policy describes the process of administering Student Course Evaluations (SCEs). The overarching goal of the SCE process is the continuous improvement of education at Lewis-Clark State College.

Point of Contact: Office of Institutional Research and Effectiveness (IR&E)

Other LCSC offices directly involved with the implementation of this policy, or significantly affected by the policy:
Office of the Provost/Vice President for Academic Affairs; Division Chairs; Faculty Association; Faculty Senate; and Students.

Date of approval by LCSC authority:

Date of State Board Approval: N/A

Date of Most Recent Review:

PURPOSE: The purpose of this policy is to set forth how Student Course Evaluations (SCEs) are to be administered.

POLICY:

Administration
1. SCEs are administered electronically by the Office of Institutional Research and Effectiveness (IR&E).

2. A SCE timeline is created by IR&E and posted on IR&E’s webpage. The timeline will be discussed and reviewed every three years, or as needed, by Institutional Research & Effectiveness, in collaboration with Faculty Senate.

3. IR&E sends a notification to students’ LC email account (LCMail accounts or official college email) with links to SCEs for each course in which the student is enrolled. In addition, IR&E sends one reminder email to students in the middle of the course evaluation window.

4. To increase response rate and reduce sampling bias, faculty is encouraged to reach out to students to complete the course SCE.

Reporting Results to Faculty Members
1. IR&E is responsible for creating SCE reports.

2. Once processed, IR&E places the SCE reports in the appropriate folders on a shared drive. Deans, Division Chairs, and their designees have access to their respective folders within the drive. The Provost/Vice President of Academic Affairs and IR&E have access
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to all folders. Upon request, supplemental information can be shared with the Provost/Vice President of Academic Affairs, Deans, or Division Chairs by IR&E.

3. An email notification is sent to Division Chairs in accordance with the specified timeline, notifying them when the reports are available. The Division Chairs disseminate the SCE reports to faculty members.

Report Exclusions

1. All courses are evaluated except: those enrolling fewer than three students; clubs, directed study; internships; teaching assistantships; research assistantships.
   
   a. Division Chairs submit courses that need to be evaluated for assessment or accreditation purposes to IR&E.

2. When a SCE yields fewer than three responses, no report is generated. Data for combined or cross-listed courses are reported in aggregate for courses with three or more responses.