

Policy for Faculty Course Evaluations

- As of Spring 2017, all course evaluations are completed online.
- The three types of course evaluations are: SCC In-person/Hybrid courses, SCC Online Courses, and Dual Enrollment Courses. The online evaluation has a few questions that are specific to online learners, and the dual enrollment evaluation includes a section on knowledge of access areas at SCC.
- All faculty assigned to a course are loaded into the survey (unless we were instructed otherwise by a department chair). This means that students can evaluate instructors separately for co-taught courses, and each instructor will receive their own report. If there are any changes to the faculty assigned to a course, department/division chairs, program directors, or instructors should let us know and we can provide an alternative link for that class.
- We offer a script for administering course evaluations. Instructors can use/adapt/post this to meet the needs of their course(s).
- Course Evaluation Link Distribution:
 - Each Prefix will have a separate link for In-Person/Hybrid and/or Online Courses. Our Office will send these links with the script to each instructor toward the beginning of the semester to accommodate short term classes and will send a reminder approximately 4-6 weeks prior to the semester concluding.
 - Our Office will provide the Dual Enrollment link with the script to the Dual Enrollment Advisory Committee for distribution to instructors.
- The deadline for completing evaluations is the Friday of finals week for SCC courses and the end of the high school terms for Dual Enrollment courses.
- Course Evaluation Reports:
 - After the course evaluation deadline, our Office will produce results reports for each participating instructor. To produce a report for a course, a minimum of 5 students must participate.
 - For SCC courses, individual instructors will receive their reports via email. Department/Division Chairs and Program Directors may request the reports for instructors in their area. Dual Enrollment Instructor reports will be sent to the relevant Dual Enrollment Advisory Committee member for distribution to instructors.
- Additional information on student participant anonymity:
 - Our office will continue to ensure the anonymity of the participating students, and thus we do not collect personally identifying information.
 - Instructors are directed to not be present in the room while students complete the evaluation.
 - We also protect student identities by only producing reports with a minimum of 5 participating students in a course.

- Finally, results are not provided to instructors until after grades are submitted.
- Additional information on survey validation:
 - After testing the use of personalized instructor links, we determined that this measure is no longer necessary and moved to prefix specific links in Summer 2019. The unique links for SCC In-Person/Hybrid and Online Courses provide our office with prefix association, which will help verify that students are evaluating the intended instructor/prefix. If students use the incorrect link, then their responses will not appear on their selected instructor's report.
 - Additionally, when students open prefix links, they first read a message asking if they are using the correct link before they select their course. We hope this reinforces that students should complete the survey under the direction of their instructors.
 - Furthermore, we collect additional data indicators, which will give us another method in identifying duplicate surveys.

Some tips for administering Course Evaluations:

- See the script for additional language instructors can use/post for their courses.
- **If instructors do not use the script, they should instruct their students to use only their unique link to evaluate your class, and not links from other classes in which they are enrolled.**
- Please remember that it is very important that the instructor **NOT** be present in the classroom during administration of the evaluation. Students should still be assured that their instructors will not see the results of the evaluation until after grades are turned in and posted.
- **To increase student participation**, we continue to encourage having students complete the evaluation in class on their smartphones and other digital devices or in a campus computer lab during a class period. Instructors can provide the link on Canvas for ease of access for in-person/hybrid courses, but relying on students to visit the evaluation outside of class time appears to reduce participation. For online courses or if the classroom has internet connectivity issues that prevent in class participation, consider creating an assignment in Canvas that is **NOT** graded so as to prominently display the evaluation in student "Coming Up" notifications.
- If a student says that they get an error, it is likely that they entered the link incorrectly, such as misspelling the prefix or forgetting a dash. Providing the link on Canvas should minimize this type of error.

Some requests from our Office:

- **Make sure that you do not use a link from a previous semester.** Our office closes evaluations after the end date and so your students will not be able to access the survey.
- **Make sure you provide your students with the correct link for the instructional type.** Students in online courses, for instance, will not be able to find their class in the In-Person/Hybrid link and vice versa.
- If there are **any changes to the faculty assigned to a course or any courses added**, please let us know and we can provide an alternative link for that class.
- **If you are interested in seeing the evaluation before administering it to your students, then please write "Faculty Test"** in the comment section at the end to help us efficiently identify and delete your viewing of the survey.
- Our office **discourages the use of incentives, such as extra credit**, as this can potentially influence student perceptions as they respond.

If you have any questions, please feel free to contact Crystal Morehouse (480-425-6405) or Laurie Cohen (480-425-6638).