**TO:**Steering Committee

**FROM:**Committee on Academic Programs (CAP)

**RE:**Preliminary Recommendation on Student Evaluation of Teaching

**DATE:**May 25, 2011

**Introduction**

In February 2006, the Committee on Academic Programs (CAP) approved the new Instructor and Course Feedback Form.  At the time CAP recommended that the form should be evaluated after 2-3 years of use.  In March 2007, The Steering Committee charged CAP with considering a request from Dean Susan Albertine that a question regarding the instructor’s overall teaching effectiveness, comparable to the deleted “item 15” on the old instrument, be added to the Course Feedback form currently in use.  CAP asked that consideration of this charge be delayed and folded into a planned review of the Course Feedback instrument’s reliability and validity as well as of the procedures for its use.  In October 2008, The Steering Committee agreed.  CAP was charged with this review.

That review was not completed because of issues relating to the overall availability of data as well as questions about the number of semester’s worth of data that should be used.  Therefore in fall of 2010, the Steering Committee once again charged CAP with this task.  In particular, the Steering Committee asked CAP to determine the procedures to be used (electronic or paper administration) and whether there should be a question about the overall teaching effectiveness.

**Charge**

The Steering Committee requests that the Committee on Academic Programs reviews the current Instructor and Course Feedback Form and the procedures (e.g., electronic or paper administration) established for its administration and recommend appropriate changes in the form and related procedures.

The purpose of this document is threefold:

1.       Make recommendations regarding the items which constitute the Student Evaluation of Teaching form

2.       Make recommendations regarding the procedures by which the Student Evaluation of Teaching form is used

3.       Solicit feedback from the faculty and students on the advisability (and viability) of some of these recommendations

**Background to the Recommendations**

Upon receiving the charge from Steering in November 2010, CAP formed a Sub-committee on Student Evaluation of Teaching.  CAP felt it necessary and appropriate to include representation from Institutional Research. Sub-committee members were:

              Debra Frank, Institutional Research

              Frank Cooper, CAP

              Stephanie Shestakow, CAP

              Brunelle Tellis, CAP

              Chris Fisher, CAP

              Katie Cugliotta, CAP

              Pam McElroy, CAP

The Sub-committee reviewed the extensive work done by The Ad Hoc Committee on Student Evaluation of Teaching which was created (summer of 2005) by the Faculty Senate to consider issues with respect to course evaluation and feedback and to develop a draft course/instructor instrument.  The work of that Ad Hoc Committee resulted in the creation of the currently approved Instructor and Course Feedback Form.  In addition to citing the research they reviewed, the online materials also give specificity to the instrument’s items by linking each question to the dimension of instruction assessed.  The sub-committee also reviewed the work done by the former sub-committee formed for the original charge.

The sub-committee used a Qualtrics Survey to determine faculty and student interest in an online administration of the student feedback form (see attached data).  For faculty, the only area of dissatisfaction with the paper feedback form is the timeliness and efficiency of the feedback.  The only area of concern with the online administration is the response rate.  The majority of the faculty responders (69%) were in favor of the electronic format.  Also, 80% of the student responders were in favor of the online format, with the areas of concern in the paper format being the lack of time to thoughtfully complete the forms in class.  83% if the student responders said they were likely to complete the forms if offered online.  This summer the electronic version of the student feedback form is being piloted in the global student teaching program.

CAP had a great deal of discussion and debate about the form itself and how to determine if it is valid.  Eventually CAP decided to request that the two issues be separated and that CFA be charged with reviewing what the feedback form is measuring and how it is being used.

**Recommendations**

CAP recommends that provided there are no major problems with the pilot in Summer, 2011, the student feedback form be administered electronically.

CAP’s Preliminary Recommendations