

Course Evaluation General Information

The W&J course evaluation has the following sections:

Course Student Learning Outcomes (Up to 5)

Instructor Questions (Up to 3)

Faculty Review Committee Questions (2 for untenured faculty)

Assessment and Review Questions (5)

Student Background Questions (4)

Institutional Assessment Questions (Up to 2, only 1 may be open ended)

Departmental Questions (Up to 2, only 1 may be open ended)

Access

The course instructor, department chair/program director, dean of the faculty, and director of assessment and institutional research will have access to the answers to the questions in all sections EXCEPT the Instructor Questions.

Course Student Learning Outcomes

The course instructor supplies up to 5 Course Student Learning Outcomes (SLOs) to the faculty secretary for her or his department. These will be inserted in a question with a standard format across the college, asking students if they believe that they achieved each SLO in the course. The faculty secretary for the instructor's department will maintain the course student learning outcomes that appeared on the evaluation the last time the course was offered. Instructors will only have to provide SLOs if this is the first time a course is being offered, or if the instructor has changed the SLOs for the course from the last time it was offered.

Course SLOs and Instructor Questions are due to the faculty secretary for the instructor's department by the end of the fifth week of the term.

Instructor Questions

The instructor may provide up to 3 questions for a course. See the bank of sample instructor and department questions for examples of questions other faculty have found useful. The intent of these questions is to allow instructors to gather information to improve their course and/or their teaching.

The course instructor and the Director of Assessment and Institutional Research (for institutional assessment purposes only) will be the only people to have access to the Instructor questions in the normal course of events. The Instructor may choose to give the Faculty Review Committee (FRC) access

to these questions for courses being submitted as part of a review package, but this is optional at the instructor's discretion. In instances where the Dean of Academic Affairs feels that it is essential (e.g. in an unusually difficult review case), the Dean of the Faculty may request that a faculty member provide access to their instructor questions.

Instructor Questions and Course SLOs are due to the faculty secretary for the instructor's department by the end of the fifth week of the term.

Faculty Review Committee (FRC) Questions

The Faculty Review Committee will add the following 2 questions for ALL untenured faculty members for EACH term and EACH course:

- What were the instructor's strengths?
- How effective was the instructor in supporting your learning?
Please consider: the preparation and organization of the course, clarity in communicating material and concepts, interest in material, and effective use of class time.

The wording of these questions is controlled by the Faculty Review Committee (FRC) with input from the Academic Affairs Assessment Committee (AAAC) and maybe used for both faculty evaluation and assessment purposes. Individuals who would like to add, remove, or suggest modifications to these questions should contact FRC.

Assessment and Review Questions

The assessment and review questions are standardized across all course evaluations. The wording of these questions is controlled by the Faculty Review Committee (FRC) with input from the Academic Affairs Assessment Committee (AAAC) and maybe used for both faculty evaluation and assessment purposes. Individuals who would like to add, remove, or suggest modifications to these questions should contact FRC.

Student Background Questions

The student background questions are standardized across all course evaluations. The wording of these questions is controlled by the Faculty Review Committee (FRC) with input from the Academic Affairs Assessment Committee (AAAC) and are used both for faculty evaluation and assessment purposes. Individuals who would like to add, remove, or suggest modifications to these questions should contact FRC.

Institutional Assessment Questions

The institutional assessment questions are standardized across all course evaluations for a given term. These questions are controlled by the Academic Affairs Assessment Committee (AAAC) with input from

the Director of Assessment and Institutional Research and faculty governance committees as appropriate. Individuals, departments, or offices who would like to suggest a question for this section should contact the chair of AAAC, or the Director of Assessment and Institutional Research.

Departmental Questions

Departments may ask up to two questions on course evaluations. Only one of these questions may be open ended. The Department Questions are supplied by the academic department/program that offers the courses with a particular subject code (e.g. POL) and appear on the evaluation for all courses offered with that subject code.

Departments may want to consider asking questions about departmental SLOs, or to assess elements of their curricular structure. For example:

I achieve this departmental SLO in this course - scaled Strongly Disagree to Strongly Agree

I felt prepared for this course - scaled Strongly Disagree to Strongly Agree

If the department wants to alter their questions for a particular term, the new Departmental Questions are due to the faculty secretary for the department by the end of the third week of the term.