

# 3.05.01.1 Student Opinion Forms for Formative Assessment

Deborah Vess 3/23/09 11:17 AM  
**Comment:** Change to Student Opinion Surveys

## Administering the Student Opinion Forms

Deborah Vess 3/23/09 11:17 AM  
**Comment:** Change to Administering Student Opinion Surveys

### A. Who, when, how often.

1. For faculty in service at Georgia College & State University at the beginning of a calendar year two courses per semester are to be administered the Student Opinion Survey. One of these courses must be chosen by the chairperson, each semester and the other course must be chosen by the faculty member, each semester. Both courses each semester are to be chosen with consultation between the faculty member and the department chairperson and either choice may be appealed.

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**Comment:**

2. The Student Opinion Survey shall be administered in a minimum two courses per semester, except as outlined in item 5 below.

3. Exceptions to the two courses each semester policy, which is caused by unusual instructional situations (such as tutorial instruction, etc.), must be approved by the chairperson and school dean, and an alternative procedure must be specified and approved by both.

4. The Student Opinion Survey in a given semester will be administered during the last 4 weeks of a semester.

5. When a faculty member of one department teaches in another department, the chairperson of the other department may select, after consultation with the faculty member, an evaluation instrument and require that it be used in one class each calendar year. This student evaluation may be counted as one of the two minimum required summative Student Opinion Survey if both department chairpersons agree. Otherwise, this Student Opinion

Deborah Vess 3/23/09 11:26 AM  
**Comment:** change to "an alternate student opinion or other summative instrument"

Deborah Vess 3/23/09 11:23 AM  
**Comment:** opinion instrument

Deborah Vess 3/23/09 11:19 AM  
**Comment:** surveys (plural)

Deborah Vess 3/23/09 11:23 AM  
**Comment:** "this alternate student opinion instrument or the standard Student Opinion Survey"

Survey is to be treated as a formative evaluation, and the chairperson of the other department must share the results with the faculty member and with that faculty member's chairperson no later than one month into the semester following completion of the course.

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**Comment:** "will be used for formative purposes only"

6. Faculty members shall have access to all Student Opinion Survey information that pertains to them and the right to have copies of it for their use.

B. Timing of chairperson's selection of course to be evaluated.

Chairpersons shall inform individual faculty members no later than midterm of the courses that they are assigning to be administered the Student Opinion Survey unless they have the approval of or unless it is done at the request of the dean or Vice President/Dean of Faculties as a special Student Opinion Survey.

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**Comment:** change to "to be administered the Student Opinion Survey"

C. Procedures for administering the Student Opinion Survey.

1. A decision is made to administer a Student Opinion Survey to a class and survey forms are to be obtained by the departmental office from the office of the Institutional Research. For the computer to read this information, the forms must be an original and CANNOT be duplicated.

2. The instructor obtains appropriate materials from department office.

3. The instructor appoints a responsible person, a monitor, who is acceptable to the chairperson and who will administer the Student Opinion Surveys.

4. At the time of the administration of the Student Opinion Survey, the instructor is not to be present. If the instructor is present, the monitor shall ask the instructor to leave the room and shall not proceed with the administration of the Student Opinion Surveys until the faculty member has left.

5. The monitor reads the instructions to the classes and administers the Student Opinion Surveys.

6. The Monitor delivers the completed Student Opinion Surveys to the department secretary or to the chairperson of the faculty member's department.

7. The chairperson reviews the Student Opinion Surveys. The Student Opinion Survey forms are then returned to the Director of Institutional Research for analysis. The Director of Institutional Research generates the reports.

a. Two copies of the Student Opinion Survey semester report are generated by Institutional Research:

Original reports retained by the office of Institutional Research

One copy – department chairs

One electronic copy – PAWS website

b. The Student Opinion Survey reports and the original Student Opinion Surveys, as well as other documentation used as a basis for a chairperson's evaluation on the Department Chairperson's Evaluation of Faculty Performance, are retained by the chair. c. No personnel decisions will be made only on the basis of the Student Opinion Survey.

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**Comment:** student opinion survey reports

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**Comment:** Revised by Academic Affairs on March 23, 2009