

Georgia College & State University

Academic Affairs Handbook

3.07.03.3 Student Opinion Forms as Data for Summative Evaluation

GCSU Procedures:

Updated 1-01-03, New Form and Process Approved April 22, 2002 by GC&SU Faculty

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.

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 course each semester policy, which are caused by unusual instructional situations (such as tutorial instruction, etc.) must be approved by the chairperson and college dean, and an alternative procedure must be specified and approved by both.

4. The Student Opinion Survey in a given semester will be administered at some time after mid-term, but prior to one week before the final exam period begins.

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 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 two weeks into the semester following completion of the course.

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 Provost as a special 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 Planning and Policy Analysis for analysis. The Director of Institutional Research generates the reports.

a. Five copies of the Student Opinion Survey semester reports are generated by Institutional Research and the Vice President for Academic Affairs to the Associate Vice President for Academic Services and the college deans to distribute:

reports retained by the College deans:

- one copy - location
- one copy - college
- one copy - department

- one copy - individual faculty report
- one copy - faculty who have completed Student Opinion Survey

reports distributed by the college deans and the chairs:

- one copy - department
- two copies - individual faculty report
- one copy - faculty who have completed Student Opinion Survey
- original Student Opinion Survey Forms--filed in the department chair's office
- reports distributed by the chair to the faculty:
- one copy - individual faculty report
- one copy - faculty who have completed Student Opinion Survey

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. The Provost shall receive Student Opinion Survey reports for all faculty, departments, locations, types of classes and colleges.

d. No personnel decisions will be made only on the basis of the Student Opinion Survey.

9. Each semester of each year, the Student Opinion Survey Norms report is prepared by Institutional Research and distributed to the Provost, Associate Vice President for Academic Services, and the college deans.

[Comments or Questions](#)

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