

Course Evaluation Form Policy

As per Article XVIII(B) of the *Bargaining Agreement*:

Each semester, it shall be the professional responsibility of each member of the faculty, for his/her professional development, to solicit the students' evaluations of each course section taught by such faculty member.

These course evaluation forms shall include the following:

Student Information Questions

Is this course required for your program? Yes/No

What grade do you expect for the course?

Priming Question(s)

Question(s) that elicit(s) students' assessment of their own efforts in the course.

Instructor Experience Questions

At least one question that elicits feedback for each teaching practice listed below. Questions may take any form (e.g. Likert scale, open-ended) the faculty member chooses.

- Teaching Practice #1: Clearly Articulated Expectations, Goals, Learning Outcomes, and Course Requirements.
- Teaching Practice #2: Meaningful & Timely Feedback to Students.
- Teaching Practice #3: Students Are Actively Engaged in the Learning Process.
- Teaching Practice #4: Promotes a classroom environment of mutual respect.
- Teaching Practice #5: Encourages contact between students and faculty.
- Teaching Practice #6: Class sessions are well-organized.

Examples of priming and instructor experience questions can be found here <insert TLC website link here>.

Faculty members are free to add questions that provide feedback on other aspects of their courses, as long as they are not on the list of questions below.

Course evaluation forms shall **not** include the following:

- Any question (or set of questions) that would jeopardize a student's anonymity.
- Questions that ask the respondent to compare the course/instructor to other courses/instructors.

- A question that asks the respondent to rate the overall effectiveness of an instructor/course.
- Questions that ask the respondent to describe what s/he liked or disliked about the instructor.

Article XVIII(B) also states that “.....*the faculty member shall provide the applicable dean a copy of the form to be used for that semester's evaluations.*” The dean (or a designee) shall review the forms for compliance with these requirements.