The Faculty Contract specifies in Article 7, Section 3 that student evaluation of faculty must be conducted in the bargaining unit using a survey instrument that is developed and agreed to by the College.

The Classroom Student Feedback Survey selected by the College for classroom settings consists of 15 items + 5 optional campus-based departmental items. The modified Student Feedback Survey for Alternative Learning Courses has 6 items + 5 optional campus-based departmental items that can be effectively used for classes taught in special programs, such as Co-op, Independent Studies, Life Lab, Open College, and Virtual College. Students receiving service from faculty librarians in the library will use the five-item Faculty Librarian Student Feedback Survey, which has 5 items + 5 optional campus-based library items.

FACULTY ARE RESPONSIBLE FOR:

♦ Contacting the ACCESS Services Department if they need assistance in providing accommodations so that disabled students can give feedback.

♦ Ensuring that all sections of the Student Feedback Identification Form are completed accurately, especially the course abbreviation and number, the current semester, campus location, and reference number.

♦ Ensuring that the reference number on the Student Feedback Identification Form is the reference number that they instructed their students to enter on the response forms.

♦ Clearly indicating on the Student Feedback Identification Form the type of Student Feedback survey (Classroom, Alternative Learning Courses, or Faculty Librarian) being used.

♦ Administering the Student Feedback Survey form.

♦ Ensuring that the selected student understands his/her role in the process and completes the appropriate section on the Student Feedback Information Form before the faculty member leaves the room.

♦ Retaining the signed Student Feedback Administration Agreement Form.

♦ Including two clean copies of the survey in the envelope that will be received by the Testing Department.

Faculty should consult their Department Chairperson or Associate Dean/Director, or Academic Dean with questions. We appreciate your cooperation in ensuring a smooth Student Feedback process so that all students have the opportunity to provide feedback to faculty.

Thank you.