**Fall 2009 Course Evaluations - *Administration Process of Student Feedback Forms (SFF)***

**Overview**

*The Student Feedback Form (SFF) will be administered at the end of the Fall semester by every faculty member. Full -time faculty are to administer the SFF to a minimum of two (2) courses, and part-time faculty are to administer the SFF to a minimum of one (1) course. The steps below describe the process for administering the SFF for this academic year:*

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| **Steps** | **Notes** |
| **Select** Courses | * Notify Department Chair of courses to be evaluated by NOV 6th |
| **Online Option** | * Instructors wishing to administer SFF online (surveymonkey) must notify IR by NOV 6th (Courses can include in-class, web-enhanced, DL, etc.) |
| Access  Student Feedback Form | * Go to SUNY Orange’s “Course Evaluation” webpage:   [www.sunyorange.edu/ir/courseeval/index.shtml](http://www.sunyorange.edu/ir/courseeval/index.shtml)   * Click on “Student Feedback Form Fall 2009” |
| Save as and/or print Student Feedback Form *(Word document)* |
| Department secretaries will also have the SFF electronically |
| **ADD** Questions  *(Optional)* | ***Department Specific Questions*** – Each Department has the opportunity to add Department specific questions to the SFF. Questions will need to be submitted to IR by NOV 6th |
| ***Instructor Specific Questions -*** Each instructor is able to add additional questions to the SFF |
| **ENVELOPE**  Student Feedback Forms | * Each instructors will receive in their mailbox an envelope of SFF for each course selected to be evaluated by NOV 23rd * NOTE – The completed SFF must be placed back into the envelope by student administrator. The envelope needs to be sealed and returned to AVP office. |
| **ADMINISTER**  Student Feedback Form | * Instructors are to administer the SFF between **NOV 30th and DEC 11th** |
| * Arrange for a student administrator to supervise administration of evaluation, to collect all completed SFF and to return sealed envelope of SFF to AVP office   + Give student administrator the instructions to follow (included in envelope) * Write on board: *instructor name, course title, course number, section number and semester* * Distribute SFF to each student in attendance * Read to students the script (included in envelope) * Leave class room to ensure students’ privacy |
| **Results** | * Completed SFF will be available for instructors to in their mailboxes by JAN 12th |
| **Course Evaluation SUMMARY** | Course Evaluation Summary Form is available online at [www.sunyorange.edu/ir/courseeval/index.shtml](http://www.sunyorange.edu/ir/courseeval/index.shtml) |
| Department secretaries will also have the form electronically |
| Completed Course Evaluation Summaries due to Department Chairs by FEB 1st |