

## 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:

Steps	Notes
<b>Select Courses</b>	<ul style="list-style-type: none"> <li>Notify Department Chair of courses to be evaluated by NOV 6th</li> </ul>
<b>Online Option</b>	<ul style="list-style-type: none"> <li>Instructors wishing to administer SFF online (surveymonkey) must notify IR by NOV 6th (Courses can include in-class, web-enhanced, DL, etc.)</li> </ul>
Access Student Feedback Form	<ul style="list-style-type: none"> <li>Go to SUNY Orange's "Course Evaluation" webpage: <a href="http://www.sunyorange.edu/ir/courseeval/index.shtml">www.sunyorange.edu/ir/courseeval/index.shtml</a></li> <li>Click on "Student Feedback Form Fall 2009"</li> </ul>
	Save as and/or print Student Feedback Form ( <i>Word document</i> )
	Department secretaries will also have the SFF electronically
<b>ADD Questions</b> (Optional)	<b>Department Specific Questions</b> – Each Department has the opportunity to add Department specific questions to the SFF. Questions will need to be submitted to IR by NOV 6th
	<b>Instructor Specific Questions</b> - Each instructor is able to add additional questions to the SFF
<b>ENVELOPE</b> Student Feedback Forms	<ul style="list-style-type: none"> <li>Each instructors will receive in their mailbox an envelope of SFF for each course selected to be evaluated by NOV 23rd</li> <li>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.</li> </ul>
<b>ADMINISTER</b> Student Feedback Form	<ul style="list-style-type: none"> <li>Instructors are to administer the SFF between <b>NOV 30<sup>th</sup> and DEC 11<sup>th</sup></b></li> <li>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                             <ul style="list-style-type: none"> <li>Give student administrator the instructions to follow (included in envelope)</li> </ul> </li> <li>Write on board: <i>instructor name, course title, course number, section number and semester</i></li> <li>Distribute SFF to each student in attendance</li> <li>Read to students the script (included in envelope)</li> <li>Leave class room to ensure students' privacy</li> </ul>
<b>Results</b>	<ul style="list-style-type: none"> <li>Completed SFF will be available for instructors to in their mailboxes by JAN 12th</li> </ul>
<b>Course Evaluation SUMMARY</b>	Course Evaluation Summary Form is available online at <a href="http://www.sunyorange.edu/ir/courseeval/index.shtml">www.sunyorange.edu/ir/courseeval/index.shtml</a>
	Department secretaries will also have the form electronically
	Completed Course Evaluation Summaries due to Department Chairs by FEB 1st