

Spring 2017 - Course Evaluations - Administration Process of Student Feedback Forms (SFF)

Overview

The course evaluation process is coordinated by the Academic AVP's Office. The Student Feedback Form (SFF) will be administered at the end of the 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. All Course evaluation reports will be released at the end of the semester after all grades have been submitted. The steps below describe the process for administering the SFF for this semester:

Steps	Notes
SELECT COURSES	<ul style="list-style-type: none"> Complete the Spring 2017 Course(s) to be Evaluated Form Submit form to Department Chair by April 3, who will in turn send department master form to AVP office by April 7.
<i>Online Option</i>	<ul style="list-style-type: none"> Instructors wishing to administer SFF online (surveymonkey) must indicate on "Course(s) To Be Evaluated Form."
RECEIVE MATERIALS	<ul style="list-style-type: none"> By April 17, each instructor will receive in their mailbox an envelope containing the instructor script, student administrator instructions, the SFFs, return envelope and label to seal envelope for each course selected to be evaluated. NOTE: The completed SFFs must be placed back into the envelope by student administrator. The envelope needs to be sealed and returned to AVP office.
ADMINISTER SURVEY	<ul style="list-style-type: none"> Instructors are to administer the SFF between April 18 and May 1. Arrange for a student administrator to supervise administration of evaluation, to collect all completed SFFs and to return sealed envelope of SFFs to AVP office <ul style="list-style-type: none"> Give student administrator the instructions to follow (included in envelope) Write on board: <i>instructor name, course title, course number, section number and semester.</i> Distribute SFF to each student in attendance. Read to students the script (included in envelope). Leave classroom to ensure students' privacy.
RECEIVE RESULTS	<ul style="list-style-type: none"> Completed SFFs will be available for instructors in their mailboxes by May 16.
SUMMARY	<p>Course Evaluation Summary Form is available online at www.sunyorange.edu/ir/courseeval/index.shtml</p> <p>Department secretaries will also have the form electronically.</p> <p>Completed Course Evaluation Summaries are due to Department Chairs by June 30.</p>