

APPENDIX D
ILLINOIS VALLEY COMMUNITY COLLEGE
TENURED FACULTY
STUDENT COURSE FEEDBACK GUIDELINES

Purpose

While students do not have the expertise to judge the content and design of a course they have perspectives that are valuable for faculty to use to improve the teaching and learning process. As active learners students deserve to have a voice in their education and an opportunity to reflect upon, understand, and assume responsibility for their learning.

Administration

The student feedback survey will be administered to all classes taught by a faculty member during one semester of Year 1 of the evaluation cycle and one semester of Year 3 of the evaluation cycle. At the pre-evaluation conference prior to Year 1, the faculty member and Dean will agree in which semester, fall or spring, the survey will be administered in Year 1; the survey will be administered in the opposite semester in Year 3. In the event that an instructor is not teaching during a semester designated for administration of the student feedback survey (sabbatical, maternity leave, etc.), an alternative semester can be agreed upon by the instructor and Dean.

The student feedback survey will be administered at the end of the designated semester. In a traditional semester this will take place during the last two weeks of class meetings before final exams or at an equivalent point for a class that meets a shorter period. The survey should be administered in the beginning of the class period and should take no more than 25 minutes to complete. Please select a student in your class to open the packet, pass out the forms, read the enclosed instructions and collect the surveys. The student should deliver the envelope to the Information Desk in the main lobby.

It is required that you leave the room while the students complete the survey. Many students feel “intimidated” if the instructor stays in the room while they complete the form. (See attached samples of instructions)

Students will be informed of the following:

As a student, you are the primary reason IVCC exists and we value your opinion. This activity will help your instructor identify what helped and/or hindered your learning in this course. Your input will be confidential, but the class results will be shared with the instructor and Dean after the semester ends. We appreciate your taking the time to complete this activity; your efforts will improve the learning experiences of future IVCC students.

Interpretation of Data

It is understood that both positive and negative comments will likely be provided by students. Trends that may emerge will be discussed by the faculty member and Dean as they relate to the objectives of the course. Negative comments from individual students will not be used in a punitive way however information regarding a breach of professional, ethical, or legal conduct will result in an appropriate response. In the interpretation of the data, considerations such as class size will be made.

SAMPLE INSTRUCTIONS – Faculty Member



ILLINOIS VALLEY
COMMUNITY COLLEGE Memorandum (FACULTY MEMBER)

To: Faculty Member

From: Dean

Date: October 24, 2007

Re: Student Course Feedback

Enclosed in this packet are student feedback surveys for the students in your class to complete. A portion of the survey still will consist of written comments and the other portion will be put on the Scantron form. **Please take time at the beginning of your next class meeting to allow students the opportunity to complete the form.** Please select a student in your class to open the packet, pass out the forms, read the enclosed instructions and collect the surveys. **The student should deliver the envelope to the Information Desk in the main lobby.**

It is required that you leave the room while the students complete the survey. Many students feel “intimidated” if the instructor stays in the room while they complete the form.

I will share a summary of the surveys with you after the end of the semester.

Thank you for helping to facilitate this activity.

SAMPLE INSTRUCTIONS – Student Facilitator



ILLINOIS VALLEY
COMMUNITY COLLEGE Memorandum (STUDENT FACILITATOR)

To: Student Facilitator – On Campus

From: Dean

Date: October 24, 2007

Re: Student Course Feedback

Enclosed in this packet are feedback survey sheets for the students in your class to complete. Your instructor has asked you to help with this process. Please follow these instructions:

1. Please hand out to each student a “STUDENT COURSE FEEDBACK” Scantron form.
2. Please read the following instructions to the class:
 - **Please complete both sides of the student opinion form.**
 - **Please use a #2 pencil to mark your responses on the Scantron form.**
 - **DO NOT put your name or social security number on the sheet.**
 - **Please return the completed feedback forms.**
 - **Your instructor will only receive a typed summary of all responses after the end of the semester. They will not see the individual feedback forms that you complete.**
 - **Thank you for taking the time to give us your input.**
3. Please collect the completed forms and place them back in the attached original envelope.
4. Please drop the addressed envelope at the Information Desk in the main lobby.

Thank you for helping to administer this activity.

Student Course Feedback

As a student you are the primary reason IVCC exists and we value your feedback. This activity will help your instructor identify what helped and/or hindered your learning in this course. Your input will be confidential, but the class results will be shared with the instructor and Dean after the semester. We appreciate your taking the time to complete this activity; your efforts will improve the learning experiences of future IVCC students.

Part I. Student Participation Information

Please mark the answer that best describes your participation in this class. (Please consider all aspects of this course including labs, lectures, field experiences, etc.)

1. I ask questions in class or contribute to class discussions.
Very Often Often Sometimes Never
2. I prepare two or more drafts of a paper or assignment before turning it in.
Very Often Often Sometimes Never
3. I work on a paper or project that requires integrating ideas or information from various sources.
Very Often Often Sometimes Never
4. I come to class without completing reading or assignments.
Very Often Often Sometimes Never
5. I work with other students on projects during class or outside of class to prepare class assignments.
Very Often Often Sometimes Never
6. I participate in a community-based project as a part of this course.
Very Often Often Sometimes Never
7. I discuss grades or assignments with my instructor.
Very Often Often Sometimes Never
8. I discuss ideas from the readings or class with the instructor outside of class.
Very Often Often Sometimes Never
9. I work harder than I thought I could to meet the instructor's standards and expectations.
Very Often Often Sometimes Never
10. I discuss ideas from my readings or class with others outside of class (students, family, friends, co-workers, etc.)
Very Often Often Sometimes Never

11. I have serious conversations with students who differ from me in terms of their religious beliefs, political opinions, or personal values.
Very Often Often Sometimes Never
12. Which best describes the reason you took this course?
- A. Requirement for your degree/certificate
 - B. Requirement for your degree/certificate but outside your major area of study (ie: general education requirement)
 - C. Elective for your degree/certificate
 - D. Personal Interest
 - E. Prerequisite
13. Please share any other comments about your experience in this course. (Please consider all aspects of this course including labs, lectures, field experiences, etc.)
14. I attend IVCC:
- A. Full-Time (12 credit hours or more)
 - B. Part-Time (Less than 12 credit hours)
15. In this course I:
- A. Attended all class sessions
 - B. Missed 1 – 2 classes
 - C. Missed 3 – 5 classes
 - D. Missed 6 or more classes
16. On average, how many hours a week have you spent on this course outside of class?
- A. 0 – 3
 - B. 4 – 6
 - C. 7 – 9
 - D. 10 plus
17. I am current with my work in this class.
- A. All of the time
 - B. Most of the time
 - C. Some of the time
 - D. Little of the time or never

18. The grade I am currently earning is best estimated as:
- A. A
 - B. B
 - C. C
 - D. D or lower
19. How many credit hours have you *completed* so far towards your degree or certificate?
- A. 45 or more
 - B. 30 to 44
 - C. 16 to 29
 - D. 0 to 15

Part II. Student Course Experience. (Please consider all aspects of this course including labs, lectures, field experiences, etc.)

20. I understand the relationship between the material presented and the course objectives.
21. I understand the instructor's expectations of me in this class.
22. The presentations, lectures and activities are well planned and organized.
23. The instructor is enthusiastic about the subject matter.
24. I feel comfortable enough in this class to express my ideas and opinions.
25. The instructor makes sure that I understand the material being presented.
26. The instructor varies his or her teaching methods (lecture, discussion, video, small-group, visual aids, music, "hands on" etc.) to help me better understand the material.
27. I am treated with courtesy and respect.
28. The assigned homework, papers, and/or projects help me meet and learn the objectives of the course.
29. I feel that the tests and/or exams reflect the content and objectives of this course.
30. I feel that the exams allow me to demonstrate and apply my knowledge of the subject.
31. I feel that the instructor returned tests and/or assignments in a reasonable amount of time.

- 32. I feel that I clearly understand the grading methods used, and they are constantly applied.**
- 33. The instructor is generally available during office hours to give assistance.**
- 34. I feel challenged to learn in this class.**
- 35. This class meets as scheduled on a regular basis.**
- 36. I feel the facility and equipment in the classroom enhanced my learning experience in this class.**