

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS
SIP-2220

SUBJECT: Course Feedback

REFERENCE: SCP-2218, *Evaluation of Full-time Faculty*
SCP-2686, *Promotion-in-Rank and Tenure Policy*

ORIGINATION: July 1, 1984

EFFECTIVE: November 10, 2025

REVIEWED: April 11, 2025

SECTION 1. PURPOSE

- 1.1 The purpose of this procedure is to establish responsibility for collecting student course feedback to inform faculty of their efforts to improve their course designs and pedagogy.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all faculty of Southern West Virginia Community and Technical College (Southern).
- 2.2 As part of Southern's effort to improve teaching performance, the administrators may use this information to evaluate each faculty member's performance; applicants for promotion and/or tenure and may include the data in their application packet.
- 2.3 Disaggregated course feedback data is shared with faculty for their courses of instruction and applicable administrators. Aggregated data may be shared with a variety of stakeholders.
- 2.4 Southern strives for excellence in teaching and learning in all courses. Southern provides the opportunity for students to evaluate each course.

SECTION 3. DEFINITIONS

- 3.1 Survey period – The survey period is defined as the time between the first day after the official date of withdrawal ("W") for the full term and the conclusion of the course.

SECTION 4. PROCEDURE

- 4.1 During the survey period, the Chief Information Officer will send a reminder to the students' Southern e-mail reminding them that the course feedback survey (SIP-2220.A) is electronically available and must be completed before the conclusion of the course.
- 4.2 Student participation is voluntary. No monetary incentives may be offered for completion of the course evaluation.
- 4.3 To protect student confidentiality, no individual course-level feedback survey will be generated with classes fewer than five students.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Workforce Development are exempted from this policy. Workforce Development may use a different course feedback method.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 The Chief Information Officer or the designee will:
- 7.1.1 Send student an email to their Southern e-mail account at a determined time between the last date to withdraw and final exam week.
 - 7.1.2 Send reminders to students during the survey period.
 - 7.1.3 Close the Course Feedback Survey the Sunday before finals begin.
 - 7.1.4 Send the Chief Academic Officer, the Deans, and the faculty a copy of the course evaluation results so they can view the statistics and feedback from their courses after the grades have been submitted.

SECTION 8. CANCELLATION

- 8.1 SCP-2220 Course Feedback Policy and SCP-2220.A Course Feedback Form.

SECTION 9. REVIEW STATEMENT

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the Cabinet-level Administrator may recommend to the President's Cabinet that the procedure be amended or repealed.

Attachments: SIP-2220.A, *Course Feedback Survey*

Distribution: All Southern Employees via internet www.southernwv.edu

Revision Notes: April 2010 – SCP-2220 and its attachment were rescinded by the Board of Governors to become a unit procedure on December 9, 2008.

September 2020 – Procedure was updated to reflect the current course feedback process and titles were changed to reflect the current organizational structure. In consultation with Faculty Senate, Academic Assessment Committee, and the HLC Assessment Academy Team, a new SIP-2220.A has been developed.

April 2025 – Procedure and its attachment were updated to reflect the current course feedback process and titles were changed to reflect the current organizational structure.