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: December 8, 2020

REVIEWED: November 2020

SECTION 1.   PURPOSE

1.1   The purpose of this procedure is to establish responsibility for collecting student feedback on courses and for reporting this feedback to faculty members and administrators.

SECTION 2.   SCOPE AND APPLICABILITY

2.1   This issuance applied to all full-time and adjunct faculty of Southern West Virginia Community and Technical College (Southern).

SECTION 3.   DEFINITIONS

3.1   None.

SECTION 4.   PROCEDURE

4.1   The primary purpose of the course feedback form is to provide instructors with data regarding student perceptions of each course section that will be of value in improving teaching performance in future courses.

4.2   As a part of their efforts to improve teaching performance, the Deans, the Chief Academic Officer, and the President may use these data in their evaluation of each faculty member's performance; applicants for promotion and/or tenure will also include these data in their application packets.

4.3   The statistical data collected and distributed will relate solely to instructors' performance in their own courses. The summary reports will include the results from each section taught, so that faculty members may compare results among different sections of the same course.

SECTION 5.   BACKGROUND OR EXCLUSIONS

5.1   None.

SECTION 6.   GENERAL PROVISIONS

6.1   None.

SECTION 7. RESPONSIBILITIES

7.1   Course feedback survey forms will be made available to students at a determined time between the last date to withdraw and final exam week. Students will receive an e-mail in their Southern e-mail account with a request to complete an evaluation for each course enrolled.

7.2   After the end date of the course and final grades have been submitted, the faculty will be able to view the statistics and feedback from their courses.

7.3   After the end date of the course and final grades have been submitted, the Deans and Vice President for Academic Affairs will have summary statistics available and be able to view statistics and feedback from their faculty's courses.

7.4   Instructors will not have access to any survey information for courses with less than five (5) students enrolled.

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.

SECTION 10. SIGNATURES

Dr. Pamela L. Alderman 12/08/2020
President   **Date**

[signature]   8 Dec 2020
Cabinet-level Administrator   **Date**

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

Distribution: All Southern Employees
                       Intranet

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.