

AA 25**Student Course Feedback**

Classification:	Academic Affairs
Responsible Authority:	Director, Academic Operations and Planning
Executive Sponsor:	Vice President, Academic
Approval Authority:	President's Executive Committee
Date First Approved:	2001.10.16
Date Last Reviewed:	2011.10.05
Mandatory Revision Date:	2016.10.05

PURPOSE

To establish a systematic mechanism to elicit student feedback on courses

SCOPE

All funded courses offered by the College

DEFINITIONS

Word/Term	Definition
Academic Administrator	Program Chair, Course Chair, Academic Manager or Dean
Funded Course	Course funded by the Ministry of Training, Colleges and Universities
GeneSIS	College student information system

POLICY

1. Student Course Feedback provides a systematic and consistent mechanism for students to share their course experiences with the College.
2. Student Course Feedback promotes accountability for the delivery of college courses by identifying areas needing improvement, such as:
 - 2.1 Course design;
 - 2.2 Course delivery;
 - 2.3 Facilities and equipment.
3. Student Course Feedback assists in program review and supports the development of professors and instructors.
4. All courses attached to a program of study will be subject to Student Course Feedback surveys throughout the academic year.

5. A standardized two-tier online survey instrument will normally be used to obtain feedback on courses. This instrument will consist of a short and long survey forms. The long form contains the same questions as the short form but has additional standard College questions.
6. The short survey form is normally used to obtain feedback on courses.
7. The long form is used in the case of:
 - 7.1 a new professor or instructor,
 - 7.2 a new course,
 - 7.3 a new program,
 - 7.4 to assess the impact of significant changes to a program, or
 - 7.5 at the discretion of the Academic Administrator
8. Due to the nature of the learning environment or the delivery approach, some courses are not suited for the standardized survey instrument. In such instances, alternative survey instruments are to be developed, approved and implemented.
9. The Student Course Feedback survey instrument is subject to periodic review and modification and approved by the Vice President Academic.
10. Each academic year, the Vice President Academic will identify a period of a minimum of four weeks each term in which student course feedback will be gathered.
11. Student Course Feedback is coordinated by the Department of Academic Operations and Planning with the assistance of the Registrar's Office and the Academic Administrators.
12. Student anonymity and confidentiality will be protected in the administration of Student Course Feedback surveys and the reporting of the results.
13. Once the course is completed and grades for that term are available to the students, the Student Course Feedback results will be distributed to the professors and the Chair responsible for the course.
14. The implementation of a common, college-wide instrument and mechanism for Student Course Feedback does not preclude the use of formative assessment tools by professors to gain feedback from students while a course is underway.
15. The Vice President, Academic will meet annually with the Board of Directors, Students' Association to discuss the results of the student Course feedback.

PROCEDURE

- | <u>Action</u> | <u>Responsibility</u> |
|--|-----------------------|
| 1. Extract course section identification data from GeneSIS one | Registrar's Office |

- week before the survey period begins and verify for accuracy.
2. Forward course section identification data to Academic Administrators for validation. Registrar's Office
 3. Return validated data to the Registrar's Office within three (3) working days. Academic Administrators
 4. Indicate on the GeneSIS screen which courses are to be assessed with the short and long survey. Academic Administrators
 5. Load the course enrollment data into the online survey package. Registrar's Office, Academic Operations and Planning
 6. Ensure GeneSIS sends notice to students requesting they complete the online surveys, and indicating how they are to access the surveys. Registrar's Office, Academic Operations & Planning
 7. Encourage students to complete the on-line Student Course Feedback survey. Professors
 8. Set aside time during class to complete the survey if the course is held in a computer lab. Otherwise, students can complete the surveys online at any time during the survey period. Professors
 9. Ensure GeneSIS sends Student Course Feedback reports to the professor and the Academic Administrator responsible for the course after the grades for that term have been issued to the students. Academic Operations & Planning
 10. Present a summary report of the Student Course Feedback to the Board of Directors, Students' Association. Vice President, Academic

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

SA 03 Student Complaints
 AA 38 Program Quality Assurance
 AA 23 Faculty Consultation with Students

RELATED MATERIALS

None