

Effective Date	9/25/2019
Policy Number	ACA-PL-102.0
Sponsor	Provost
Responsible Office	Office of Institutional Research, Planning and Assessment (IRPA)
Next Review Date	9/25/2022

## I. REASON FOR POLICY

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Student Perceptions of Learning (“course evaluations”) provide data that can be used to improve teaching and learning at SUNY Fredonia. In support of our mission and assessment practices, the University shall adopt a common set of questions which shall be made available to all students enrolled in courses. The instrument will be distributed electronically in a format which allows responses on multiple devices.

## II. POLICY STATEMENT

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Course evaluation data is collected by the Office of Institutional Research, Planning, and Assessment (IRPA). That office is responsible for the implementation of this policy and the preservation of the data.

### **Student Perceptions of Learning Instrument**

The University shall adopt a single online course evaluation instrument comprising the following components:

- Part 1: Common set of questions on Student Perceptions of Learning
- Part 2 (Optional): Disciplinary or group questions for use by all courses or subsets of courses in a defined group
- Part 3 (Optional): Instructor-designed questions specific to an instructor’s individual course(s)
- The instrument will include questions which address the Institutional Learning Goals.

### **Implementation**

The software will deliver the common set of questions plus any optional questions to all course sections. However, to preserve student anonymity, data will be released only for those sections enrolling at least five students. Upon request to IRPA, data from course sections with fewer than five students may be aggregated to reach a minimum of five respondents, and that data will be released as outlined in the Access to Data section.

The Student Perceptions of Learning instrument will be sent automatically to enrolled students prior to the end of the course and exclusive of finals week. Typically, students will have a minimum of two weeks to respond. Student participation is voluntary. Response rates will be made available

to faculty during each evaluation period, but no identifying information nor any response data shall be made available until after the submission of final grades for the course.

**Access to Data**

Individual course evaluation data--including the common set of questions and any additional group and individual faculty questions--shall be available to individual instructors of the course and their immediate supervisor. Aggregate data from the common set of questions for groups of courses or sections of the same course taught by three or more different instructors shall be available to any academic administrator.

Individual course evaluations shall be available to administrators above the immediate supervisor in collaboration with that supervisor. Such reviews require written notification to the supervisor and the instructor, indicating the reason for the review.

### III. RELATED DOCUMENTS, FORMS AND TOOLS

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Link to approved [Common Set of Questions](#)

### IV. DEFINITIONS

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TERM	DEFINITION
<b>Aggregate Data</b>	The summary of the response data from three or more instructors are combined, to preserve the anonymity of any individual instructor

### V. CONTACT & ENFORCEMENT

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ROLE	CONTACT	PHONE	EMAIL - Website
Responsible Office	Provost's Office	(716) 673-3335	<a href="mailto:provost@fredonia.edu">provost@fredonia.edu</a>
Enforcement	Office of Institutional Research, Planning and Assessment	(716) 673-3187	<a href="mailto:irpa@fredonia.edu">irpa@fredonia.edu</a>
Policy	University Policy Office	(716) 673-4828	<a href="mailto:policy@fredonia.edu">policy@fredonia.edu</a> <a href="http://policy.fredonia.edu">policy.fredonia.edu</a>

## VI. ACTIVATION INFORMATION

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The following items are not part of the official policy document, but should be considered by the Policy Steward when implementing the policy.

### **System Changes Required**

Is there programming or technical adjustments that need to be made prior to activating the policy? Does equipment or signage need to be purchased? Do support processes, documentation and/or web pages need to be updated?

### **Communication and Training Plan**

Other than Policy Office announcements, is there other training and communication needed to activate this policy?

### **Compliance Mechanisms**

Are there activities required for compliance? For example, some NYS policies require a yearly email or signs to be posted.

### **Timing**

Is there a timing requirement, for example, the beginning a semester or academic year.