TO: The Academic Senate
FROM: Faculty Affairs Committee
SUBJECT: 14-15 FAC 14: Suggested revisions to the Student Evaluation of Teaching (SET) policy

ACTION REQUESTED: That the Academic Senate approve the suggested changes to the SET policy; effective upon signature of the President

BACKGROUND INFORMATION:
On April 15, 2015, FAC received the attached suggested changes to the Student Evaluation of Teaching policy from the Student Evaluation of Learning subcommittee of FAC. Significant changes in the document include policy alterations regarding evaluation of all courses as required by the CBA. All deletions are noted in bold strikethrough; additions are noted in bold red text. The revised policy was approved unanimously by FAC.
1. **Basis for the Policy Origins and Purpose**

This policy is intended to meet the requirements specified in a resolution adopted by the Board of Trustees on September 27, 1978, directing all CSU campuses to develop programs for student evaluation of teaching for all faculty in at least two courses each academic year, such programs to be in effect by the 1979-80 academic year. The policy is in compliance with the CBA Section 15.15.

The purpose of student evaluations of learning at CSUEB is to establish summative measures (see [http://www.cmu.edu/teaching/assessment/howto/basics/formative-summative.html](http://www.cmu.edu/teaching/assessment/howto/basics/formative-summative.html) for a good differentiation between summative and formative assessment) of student responses to teaching effectiveness, of which student evaluations are only one measure. Summative methods are peer evaluations; end of quarter evaluations of student learning/teaching; and course materials presented in a teaching portfolio (representative student work, assignment descriptions, syllabi).

At the start of each academic year, the Provost and Vice President of Academic Affairs shall notify all faculty of the existence of this policy. The Office of Academic Affairs shall be responsible for the electronic distribution, analysis, and storage of student evaluations of learning.

2. **Evaluation Policy Frequency, Forms, and Content**

2.1 All faculty offering courses at CSUHEB during an academic year shall have students evaluate their teaching in at least two courses all courses per year\(^1\) by means of impartially administered evaluation forms. This requirement includes all faculty unit employees temporary and part-time faculty as well as. Evaluations shall ordinarily be conducted during the last two weeks of classes.

2.2 Departments are encouraged to take advantage of the Assessment and Testing Services by using the core questions and form developed and approved by FAC. In addition, each department or program may develop evaluation questions to include on this form. Alternatively, departments or programs may submit their

\(^1\) A few courses are exceptions to this, e.g., service learning, independent study, internships.
own proposals to the Committee on Faculty Affairs for the committee’s approval. In its consideration of such forms the Committee shall:

2.2.1 determine, in consultation with representatives of departments or programs if necessary, if the form or forms are appropriate to the discipline and to the courses within the discipline which will be evaluated;

2.2.2 insure that appropriate space is provided for written student commentary on significant aspects of an instructor’s teaching; and

2.2.3 insure that some portion of the students’ evaluation of instruction can be readily summarized.

2.3—Approved forms shall be distributed and collected under the general supervision of department or program chairs. These evaluations shall be given to the instructor and the department or program chairs after grades have been assigned to students in the classes.

a. Scantron’s “Class Climate”, which is available as an online evaluation tool as well as a hard copy document, be approved for student evaluation of courses for three years, ending at the close of the 2012–2013 academic year. The FAC recommends that FAC re-evaluate the effectiveness of Scantron’s “Class Climate” for student evaluations in Spring 2013.

b. FAC recommends that the policy of voluntary use of the Scantron’s “Class Climate” online evaluation tool by traditional courses, as noted in 07-08 BEC 14, be continued.

2.4 The summarized results of these evaluations shall be placed in faculty personnel files. These summaries must be accompanied by documentation specifying the class, date, number of students in the class and the number of respondents. Summaries shall be prepared by or under the supervision of department or programs chairs. The instructor may also offer his or her own summary or interpretation of results.

*If a faculty member teaches only one course, then that course shall be evaluated.

2.5—These evaluations shall be used:

2.5.1 by department or program chairs as one element in assessing the quality of instruction provided by temporary or part-time faculty;

2.5.2 by appropriate committees and administrators as one element in assessing quality of instruction during consideration of candidates for retention, tenure, promotion, and merit salary adjustments; and

2.5.3 by department or program chairs, when appropriate, in reviewing their teaching performances with professors, including full professors at step 5.
2.2 Evaluations shall be conducted by means of impartially administered evaluation forms:
   a. each department shall determine whether the evaluations shall be administered online or on paper.
   b. if administered on paper, then approved forms shall be distributed and collected under the general supervision of department or program chairs.
   c. all evaluations shall be given to the instructor and the department or program chairs after grades have been assigned to students in the classes.
   d. in departments using online evaluations, a faculty member may request that up to two course evaluations per year be administered in paper format.

2.3 All forms used for official teaching evaluations shall be designed by the Faculty Affairs Committee and submitted for approval to the Academic Senate and the President.

2.3.1 The form shall be equally suitable for in-classroom and online courses.

2.3.2 Each department may, in consultation with their faculty and the Academic Affairs Office, add additional questions. These questions do not need FAC review.

2.3.3 All completed course evaluations (including those on paper) shall be accompanied by the course number, the date of the evaluation, the number of students in the class, and the number of respondents.

2.4 Faculty are encouraged to design their own formative evaluations for receiving student feedback during the term. These are not governed by this policy. The Office for Faculty Development may serve as a resource for the development of these.

3. Implementation

3.1 As soon as is feasible, the University shall conduct electronic evaluations for all in-class and online courses.

3.2 Every effort shall be made to ensure that electronic evaluations meet accessibility standards and that they encourage as full student participation as possible.

3.3 Evaluations shall be conducted during the last two class sessions of the ten week quarter or the equivalent time period in a five week session.

4. Reporting and Use

4.1 The Office of Academic Affairs shall employ a median measurement in statistical summaries of student evaluations.

4.2 Individual statistical summaries and student comments shall be distributed to individual faculty through their department chairs and to College Deans and the
Provision of student evaluations shall be stored in the following manner:

5.1 Student evaluations of learning shall be stored in the following manner:

5.1.1 Existing paper evaluations and accompanying materials, such as instructor comments, shall be stored at the department or college level at the discretion of the College Councils.

5.1.2 Electronic student evaluations shall be stored in a secure, password-protected server by the Office of Academic Affairs.
5.1.3 Course evaluations shall be stored in faculty PAF’s at the Office of Academic Affairs.

5.2. Faculty members shall be provided access to electronic evaluations.

5.3 Faculty members shall use exact copies of student commentary in retention, tenure, and/or promotion dossiers.

5.4 According to the CSU Records, Retention and Disposition Schedules, all student evaluations for each faculty member are to be retained by Academic Affairs until “[five] years after separation from CSU.”


Out-of-date student evaluations shall be disposed of in the following manner:

5.4.1 After the end of each academic year, departments or colleges shall return paper evaluations older than five years to the faculty member; the Office of Academic Affairs shall destroy all evaluations older than five years in PAF’s; and the Office of Academic Programs shall purge evaluations older than five years from the secure server.

5.4.2 Academic Programs shall provide faculty members with one-term advanced notice before purges are to occur, with access to relevant evaluations.

5.4.1 The University may maintain statistical summaries at the Office of Academic Affairs as long as necessary for university-wide use, under conditions provided in Section 4.6 above.

Approved evaluation form attached

(question # 6 was revised on 08-09 FAC 4) and 5/7/98 letter from Sheila Cowen (Assessment & Testing) and Jodi Servatius (Faculty Development) to Department Chairs.