Kennebec Valley Community College

Course Evaluation Protocol AY 2013-2014

Goal: The protocol described here is intended to provide an opportunity for student participation in the course evaluation process.

Purpose of the KVCC Course Evaluation: To give faculty the student's perception of whether course and learning goals were reached so faculty may improve the course and/or instruction of the course for future students.

1. Courses to be Evaluated

    All sections of all regularly offered on-campus and off-campus courses, including summer sessions, in which there is enrollment of at least 5 students at the end of the add/drop period are to be evaluated.

2. Evaluation Tool

    In 2013, the KVCC Course Evaluation Workgroup established an 11-core question standardized tool for the entire college. At a minimum, all courses must use the 11-core question tool in its course evaluation process. (Attachment A).

    In seated and hybrid classes, course evaluations will be in a hard-copy format. An electronic tool will be used only in those classes considered as on-line.

    Up to five (5) additional questions may be included at the Department/Program discretion. For custom questions please consider using items from the PICES Item Catalog (Attachment B).

    - Custom questions cannot be different between course sections.
    - Custom questions may be changed between semesters.
    - Custom questions that are not taken from the PICES Item Catalog (Attachment B) are to be discipline driven and have final approval from the Department Chair.
    - Custom questions requiring a narrative response (text box) from the student will not be analyzed. Narrative statements will be scanned and attached to the final report.
    - A Request for Custom Question Form must be sent to Melodie McChucheon within 45 days from the first day of the academic semester
        - Fall Semester—October 15th
        - Spring Semester—February 15th
        - Summer Semester—April 15th
    - Questions not sent by this date will not appear on the course's final evaluation tool.
    - Custom questions used in a previous semester will not be removed unless a Request for Custom Question Form is submitted prior to the custom question cut-off date.

3. Administering Procedures

KVCC Course Evaluations will be distributed to Department Chairs three weeks prior to the conclusion of the academic term in a designated colored envelope. It is the responsibility of the Chair to ensure that all KVCC Course Evaluations are administered for all courses and conducted accordingly.

In administrating the KVCC Course Evaluation, faculty should use the following protocol:
- Allow sufficient time for the student to complete the course evaluation in a thoughtful manner.
- Inform students of the purpose and value of the process to the department, program, instructor and college by using the Course Evaluation Script (Attachment C).
- Assure students that faculty will not see results until after grading is completed and that responses are confidential and will be kept private.
- Once the instructing faculty member has introduced the KVCC Course Evaluation and answered all student questions, the evaluation should be conducted in the absence of the instructing faculty member responsible for grading the course
- Use an independent third-party (i.e. student) to distribute and collect the completed KVCC Course Evaluations. This person should also be responsible for placing the evaluations into the provided YELLOW envelope and delivering the envelope to one of the following drop boxes:
  - Carter Hall
  - King Hall
  - Lunder Library
  - Frye Hall

September 13, 2013

4. Distribution of Results

   The student responses to both the KVCC Course Evaluation core questions and custom questions will be analyzed by Institutional Research and results will be sent to the KVCC Academic Dean within 30 days of the subsequent academic term.   Both quantitative data reports and qualitative data will be sent to the Department Chair by the Academic Dean. Department Chairs will disseminate the course evaluation reports to faculty members. Requests from departments for data for legitimate research/analysis and accreditation purposes can be made to the KVCC Institutional Research by completing the Institutional Research Request Form.

5. Use of Evaluation Data

   It is the responsibility of those engaged in decision processes to recognize the value and the limitations of student evaluations and to utilize them in conjunction with the KVCC Course Evaluation Purpose.

September 13, 2013