

Longwood University Faculty Senate
PROPOSAL/POLICY COVER SHEET

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal:

Student Evaluation of Faculty ad hoc committee

TOPIC:

Proposed revisions for undergraduate and graduate evaluation of faculty forms; Proposed revisions to policy concerning time frame in which evaluations of faculty by students are undertaken; Proposed new policy concerning evaluation of courses in which five or fewer members are enrolled; Discussion of completion rates over time and strategies to increase participation

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

The committee was formed by faculty senate and given the charge to complete several goals. The first was a discussion of how to increase student participation rates for online evaluation of faculty. A second task was given to the committee to substantially revise the undergraduate student evaluation of faculty forms so that the document would be useful as one of many tools utilized by department chairs in the annual evaluation of faculty on the tenure track and for post tenure review. Over the course of academic year 2013-2014 the committee (Virginia Beard, chair; David Shoenthal; Scott Wentland; Rachel Matthews and Kim Wingo) have met six times to discuss the relevant research and data that exists regarding student evaluation of faculty in an effort to address the concerns of decreased student participation in evaluation of faculty since Longwood has switch to an online faculty evaluation system and to address the concern raised by department chairs that the current form used by students to evaluation faculty is ineffectual in providing meaningful data to department chairs when assessing their faculty's performance in the classroom.

The committee utilized research drawn from academic journals, test banks of questions scientifically developed to measure core areas of faculty instruction, sample forms from major

research and teaching universities and feedback from various departments across campus to construct a question pool that addressed multiple areas of teaching and student learning. During meetings, the committee discussed and debated the questions and working together developed a plan of action based on Longwood's current policy to attempt to increase student participation rates. In addition, we created four forms for student evaluation of faculty: Undergraduate Student Evaluation of Faculty in Face to Face Courses, Undergraduate Evaluation of Faculty in Online Courses, Graduate Evaluation of Faculty in Face to Face Courses, and Graduate Evaluation of Faculty in Online Courses. In addition, we created a short mid-semester evaluation form that can be loaded into Canvas in a "turned off" position. Faculty have the option but are not required to use this mid-semester evaluation form. Should they choose to do so, they can "turn them on" mid-semester in their courses.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

- 1) Addition of new policy: Policy regarding evaluation of courses with five or fewer members.
 - a. Wording: In classes with fewer than five students student assessment of faculty instruction will not be conducted.

- 2) Change in current policy: Current policy as stated on page 293 FPPM
 - a. The administration and completion of evaluations are to take place in the last week of classes being evaluated
 - b. Proposed wording:
 - i. The administration and completion of evaluations are to take place ~~in the last week of classes being evaluated~~ during the two weeks prior to final examinations.

- 3) New end of semester evaluation forms and optional mid-semester evaluation form
 - a. Please see attached documents

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

- 1) Evaluation of courses with five or fewer members:

This is informally done but there is no policy concerning this practice. This could be an issue for assessment at some point. A policy was created to make this practice formal.

- 2) Time period in which evaluations are conducted:

Prior policy held that evaluations were conducted during the last week of classes. The new policy, based on research concerning when students are most likely to complete these evaluations suggests that the optimal time period for doing so is in the two weeks prior to final examinations. Research suggests that once students begin examinations they often fail to engage in any non-mandatory work. Having evaluations available prior to this time period will increase the likelihood of student participation.

- 3) New Student evaluation of faculty forms:

Based on feedback from department chairs who stated that they rarely used the data from the current form in their evaluations of faculty largely because they believed the data to be too subjective, the committee revised the forms to include more objective measures of faculty instruction, to include comment boxes after each question for students to elaborate on each point, to provide one general comments box at the end of the evaluation and to include measures of student effort in the course as well. The result was four separate forms. Two for undergraduate courses (face to face and an online course form) and one for graduate (face to face and an online course form). In addition, an optional mid-semester evaluation form was devised.

Date submitted to Senate Executive Committee for Consideration: April 2, 2014

Action(s) Taken:

Date first read at Faculty Senate: _____

Action(s) Taken:

Date final action taken by Faculty Senate: _____

Final action(s) Taken: