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: Ad Hoc Committee on
Student Evaluations

TOPIC: Revision to Student Evaluations

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):

 One of the assignments of the committee was to draft a revision of the current student evaluations.

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): The revised evaluations provide a different evaluation for four different types of
courses (face-to-face/online, undergradutate/graduate), revises the scale in
which students answer the questions (from strongly disagree to strongly agree),
and revises the existing questions based on the committee's research, deliberation, and
feedback from faculty, chairs, and students.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed)**:**
The committee has assembled a revised set of questions with the objective of making the wording clearer and more easily understandable, along with a more commonly used, less ambiguous answer scale. Additionally, by differentiating between online vs. face-to-face evaluations and undergraduate vs. graduate evaluations, these evaluations have questions that are more relevant for the particular type of course being evaluated by the student. The committee spent a large amount of time deliberating about the wording and the scope of the questions, and asks the Senate to consider it for an "up or down" vote.

Date submitted to Senate Executive Committee for Consideration: __Sept. 3, 2015_____

Action(s) Taken: Referred to Sept. 17 Senate Meeting

Date first read at Faculty Senate:_Sept. 17, 2015_____

Action(s) Taken: Senators instructed to discuss with their academic departments. Action to be taken at Oct. 8 Senate Meeting.

Date final action taken by Faculty Senate: __Oct 8, 2015_____

Final action(s) Taken: Paper vote. Proposal defeated. Existing evaluation process will continue.

Coversheet created 4/2011

<h1 style="text-align:center">==Undergraduate== Student Evaluation of Faculty Instruction</h1>

Demographic Information

This course is:

Major requirement   Minor requirement   General education course   General elective course

Your class level is:

Freshman   Sophomore   Junior   Senior

The grade you expect in this class is:

A   B   C   D   F

Please read the following questions carefully and select your response.

It is recommended that students study at least 2 hours outside of class for each hour in class. I worked on material for this course approximately _____ hours/week.

0   1-3   4-6   7 or more

Please indicate the approximate number of times you were absent from class.

0   1-3   4-6   7 or more

How often did you discuss course material with the instructor outside of class?

Never   Once or twice   About once a month   About once a week

More than once a week

Comments:

Please read each of the following questions carefully and indicate your level of agreement with each statement.

The instructor was sufficiently prepared to present and discuss course material.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor used the board and/or visual equipment effectively.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The class was useful in helping me learn course material

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor explained the material clearly

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor began and ended class at the scheduled times

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor encouraged questions and responded well to them

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor was available during office hours and electronically

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor challenged me to think independently and critically

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor covered the topics of the course as outlined in the syllabus

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The exams reflected material that was outlined in the syllabus

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

Assignments and exams were returned in a timely manner

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor followed the stated course grading policy

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The assignments helped me learn the material

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor provided useful feedback about assignments and/or exams

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

Regardless of opinion of the topics in the course, my overall rating of the instructor is:

Poor   Below average   Average   Above average   Excellent

Comments:

Any additional comments:

<h1 style="text-align:center">==Graduate== Student Evaluation of Faculty Instruction</h1>

Demographic Information

This course is:

Major requirement   General elective course

The grade you expect in this class is:

A   B   C   D   F

Please read the following questions carefully and select your response.

It is recommended that students study at least 2 hours outside of class for each hour in class. I worked on material for this course approximately _____ hours/week.

0   1-3   4-6   7 or more

Please indicate the approximate number of times you were absent from class.

0   1-3   4-6   7 or more

How often did you discuss course material with the instructor outside of class?

Never   Once or twice   About once a month   About once a week

More than once a week

Comments:

Please read each of the following questions carefully and indicate your level of agreement with each statement.

The instructor was sufficiently prepared to present and discuss course material.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor used the board and/or visual equipment effectively.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The class was useful in helping me learn course material

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor explained the material clearly

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor began and ended class at the scheduled times

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor encouraged questions and responded well to them

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor was available during office hours and electronically

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor challenged me to think independently and critically

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor indicates relationship of course content to recent developments in the field of study.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor demonstrates how to apply course concepts and methodologies in professional settings.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor covered the topics of the course as outlined in the syllabus

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The exams and/or course assignments reflected material that was outlined in the syllabus

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

Assignments and exams were returned in a timely manner

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor followed the stated course grading policy

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The assignments helped me learn the material

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

This course was more rigorous than undergraduate courses I have taken.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor provided useful feedback about assignments and/or exams

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

Regardless of opinion of the topics in the course, my overall rating of the instructor is:

Poor   Below average   Average   Above average   Excellent

Comments:

Any additional comments:

<mark>Undergraduate</mark> Student Evaluation of Faculty Instruction for <mark>Online Courses</mark>

Demographic Information

This course is:

Major requirement   Minor requirement   General education course   General elective course

Your class level is:

Freshman   Sophomore   Junior   Senior

The grade you expect in this class is:

A   B   C   D   F

Please read the following questions carefully and select your response.

On average, how many hours per week did you spend on the course?

0   1-3   4-6   7 or more

How often did you discuss course material with the instructor outside of class?

Never   Once or twice   About once a month   About once a week

More than once a week

Comments:

How many times did you contact the Digital Education Collaborative(DEC) for technical assistance with this course?

0   1-3   4-6   7 or more

Student support through the Digital Education Collaborative(DEC) for online learning is effective?

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

Please read each of the following questions carefully and indicate your level of agreement with each statement.

The instructor posted course materials in a timely manner.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor and/or syllabus explained how to find and navigate course material and assignments.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The class was useful in helping me learn course material

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor explained the material clearly

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor encouraged questions and responded well to them

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor was available and responded in a timely manner that was consistent with response time policies listed in the syllabus.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor challenged me to think independently and critically

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor covered the topics of the course as outlined in the syllabus

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The exams reflected material that was outlined in the syllabus

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Comments:

The instructor followed the stated course grading policy

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The assignments helped me learn the material

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor provided useful feedback about assignments and/or exams

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

Given my experience in this online class, I would be interested in taking future online courses.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

Regardless of opinion of the topics in the course, my overall rating of the instructor is:

Poor   Below average   Average   Above average   Excellent

Comments:

What was the most useful material in this course?

Comment box

What was the least useful material in this course?

Comment box

Any additional comments:

<p style="text-align:center;">**==Graduate== Student Evaluation of Faculty Instruction for ==On-Line Courses==**</p>

Demographic Information

This course is:

Major requirement   General elective course

The grade you expect in this class is:

A   B   C   D   F

Please read the following questions carefully and select your response.

It is recommended that students study at least 2 hours outside of class for each hour in class. I worked on material for this course approximately _____ hours/week.

0   1-3   4-6   7 or more

How many times did you contact the Digital Education Collaborative (DEC) for technical assistance with this course?

0   1-3   4-6   7 or more

Student support through the Digital Education Collaborative (DEC) for online learning is effective.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

Please read each of the following questions carefully and indicate your level of agreement with each statement.

The instructor posted course materials in a timely manner.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor and/or syllabus explained how to find and navigate course material and assignments.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The class was useful in helping me learn course material

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Comments:

The instructor explained the material clearly

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor was available and responded in a timely manner that was consistent with response time policies listed in the syllabus.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor encouraged questions and responded well to them

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor challenged me to think independently and critically

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor indicates relationship of course content to recent developments in the field of study.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor demonstrates how to apply course concepts and methodologies in professional settings.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor covered the topics of the course as outlined in the syllabus

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The exams and/or course assignments reflected material that was outlined in the syllabus

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

Assignments and exams were returned in a timely manner

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor followed the stated course grading policy

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The assignments helped me learn the material

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

This course was more rigorous than undergraduate courses I have taken.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

The instructor provided useful feedback about assignments and/or exams

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

Given my experience in this online class, I would be interested in taking future online courses.

Strongly agree   Agree   Neutral   Disagree   Strongly disagree

Comments:

Regardless of opinion of the topics in the course, my overall rating of the instructor is:

Poor   Below average   Average   Above average   Excellent

Comments:

What was the most useful material in this course?

Comment box

What was the least useful material in this course?

Comment box

Any additional comments:

Any additional comments:

1 -
Is this course a....

- Major requirement
- Minor requirement
- General Education requirement
- Degree requirement
- Elective
- Non-Degree professional development

2 -
Class Rank

- Freshman
- Sophomore
- Junior
- Senior
- Graduate Degree student
- Non-Degree student

3 -
Questions:

	Hardly ever	Occasionally	Often	Usually	Almost Always
1. The instructor presented material in a clear and organized way.					
2. The instructor's interest in the course motivated students to learn.					
3. The instructor clearly communicated the importance of the subject matter.					
4. The instructor clearly communicated expectations for student achievement.					
5. The instructor provided constructive feedback on students' work that helped students improve.					
6. The instructor was available to assist students.					
7. The instructor gave assignments/exams that were appropriate for the class.					
8. The instructor graded students on what they were expected to learn.					
9. The instructor encouraged students to ask questions and express their knowledge.					

10. The instructor expected students to learn challenging or difficult material.

ⁿ ⁿ ⁿ ⁿ ⁿ

4 -
How much did you learn in this class?

ⁿ Much less than most classes

ⁿ Less than most classes

ⁿ About average

ⁿ More than most classes

ⁿ Much more than most classes

5 -
On average, how many hours per week did you spend on course work outside of class?

None	1 to 3	4 to 6	7 to 9	More than 9
ⁿ	ⁿ	ⁿ	ⁿ	ⁿ

6 -
What is your current grade in this course?

F	D	C	B	A
ⁿ	ⁿ	ⁿ	ⁿ	ⁿ

Optional: Use the space below to provide written feedback regarding the course.

7 -
The instructor presented material in a clear and organized way.

8 -
The instructor's interest in the course motivated students to learn.

9 -
 The instructor clearly communicated the importance of the subject matter.

6

10 -
The instructor clearly communicated expectations for student achievement.

5

6

11 -
The instructor provided constructive feedback on students' work that helped students improve.

5

6

12 -
The instructor was available to assist students.

5

6

13 -
The instructor gave assignments/exams that were appropriate for the class.

5

6

14 -
The instructor graded students on what they were expected to learn.

15 -
The instructor encouraged students to ask questions and express their knowledge.

16 -
The instructor expected students to learn challenging or difficult material.

17 -
Other Comments: