

NUMBER: ACAF 1.04
SECTION: Academic Affairs

SUBJECT: Student Evaluation of Courses

DATE: February 1, 1995

LATEST REVISION: April 24, 2002

Policy for: All Campuses
Procedure for: All Campuses
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Issued by: Office of the Provost

I. Policy

Each campus shall have a comprehensive system of written student course evaluation for every course taught by the instructors on that campus, regardless of academic rank or tenure status of the instructor.

A. The only exception to this policy is to allow the exclusion of courses for which there are fewer than five students enrolled, at the discretion of the unit administrator.

II. Procedure

A. Each campus, or college or department within a campus, can use its own standardized evaluation form, but such form must include the questions mandated by the Provost and the S.C. Commission on Higher Education. Starting on August 15, 2002, all student evaluations given in the University must begin with the following mandated questions which relate to the basic responsibilities of every teaching faculty member in the University of South Carolina System:

- 1) The instructor clearly stated the instructional objectives of the course:
- 2) The instructor clearly stated the method by which your final grade would be determined:
- 3) The instructor clearly explained any special requirements of attendance which differ from the attendance policy of the University:
- 4) The instructor graded and returned the student's written work (e.g., examinations and papers) in a timely manner:
- 5) The instructor met the class regularly and at the scheduled times:
- 6) The instructor scheduled a reasonable number of office hours per week:
- 7) Please indicate your satisfaction with the availability of the instructor outside the classroom by choosing one response from the scale below. (In selecting your rating, consider the instructor's availability via established office hours, appointments, and other opportunities for face-to-face interaction as well as via telephone, e-mail, fax and other means).

- 1) Very Dissatisfied
- 2) Dissatisfied
- 3) Satisfied
- 4) Very Satisfied

8) If web sites, Blackboard, or other Internet resources were a part of this course, to what extent did they enhance or detract from your learning experience in course? (Greatly enhanced Somewhat enhanced Neither enhanced nor detracted Detracted Greatly detracted)

If this was a distance education course, please answer the following questions:

9) How satisfied were you with the opportunities to interact with other students in the class?

(Choose from a scale of 1 to 5, where 1 = "Very Dissatisfied" and 5 = "Very Satisfied".)

10) How satisfied were you with the opportunities to interact with the professor in this course?

(Choose from a scale of 1 to 5, where 1 = "Very Dissatisfied" and 5 = "Very Satisfied".)

11) How satisfied were you with the promptness of the feedback that you received in this course?

(Choose from a scale of 1 to 5, where 1 = "Very Dissatisfied" and 5 = "Very Satisfied".)

12) How satisfied were you with the technology support required in this course.

(Choose from a scale of 1 to 5, where 1 = "Very Dissatisfied" and 5 = "Very Satisfied".)

13) How satisfied were you with the opportunities to access library resources and library support services for this course.

(Choose from a scale of 1 to 5, where 1 = "Very Dissatisfied" and 5 = "Very Satisfied".)

The format of the responses to these questions may be in keeping with the unit-designed format of the rest of the unit's evaluation instrument, e.g. 2-answer (yes/no), 5-answer (Strongly Agree/Agree/Average/Disagree/Strongly Disagree), or whatever the local unit feels appropriate.

Units may choose to exclude questions 9-13 above only if the course is not taught via distance education.

B. Results of each course evaluation will be shared with the instructor, but only after the final grades for the evaluated course have been submitted to the Registrar. The administrative head of each unit shall also retain a copy of the results of each course evaluation.

C. Each academic department will forward a mathematical summary of the responses on Items 7 through 13 to the Office of Institutional Planning and Assessment for purposes of meeting external reporting requirements and for sharing with appropriate University committees.

III. Reason for Latest Revision

Policy change mandates that certain specific questions are to be used on student course evaluations in response to the Recommendations of the Southern Association of Colleges and Schools (SACS) Visiting Committee, April 2001.