Faculty Senate Routing Form
(action/proposal attached)

I. Item Title: Resolution to Modify the Course Evaluation Open/Close policy for Summer Courses

a) Brief Description: One and two week courses to be evaluated on paper, or by online form provided to students, by departments, not administered by OIPF or through the CourseEval system. Other summer parts-of-term courses to be evaluated through CourseEval system by OIPF. Open/close dates for evaluations will be closely aligned with the courses' end dates, taking into consideration the length of the course. This will allow for more courses to be combined into one 'execution' of evaluations. Most summer courses fall under the normal Senate policy for "Courses less than 15 weeks and greater than 4 weeks"; the 15-week summer courses and the last 8-week session normally end on the same date.

1. Classes with ending dates within one week of each other will be combined into the same open/close period for course evaluations, with the open/close dates adjusted slightly if needed to accommodate varying length courses.

2. Less than 15 week and greater than 4 week courses: Eval period opens on Sunday two weeks from end of classes and closes on Sunday of the final week of classes; being open for one week. The Sunday open/close day will be adjusted according to the actual ending dates of the courses involved so there is approximately one week remaining after evaluations close. (This covers the majority of summer parts-of-term, excluding mini-mester.)

3. 15-week and 8-week courses ending within one week of each other: Eval period opens on the Sunday three weeks from the end of classes and closes on the Sunday of the final week of classes; being open for two weeks. The Sunday open/close day will be adjusted according to the actual ending dates of the courses involved so there is approximately one week remaining after evaluations close. Shorter courses ending at the same time as 15-week courses will not fall under this schedule, but will be evaluated based on (b) above.

4. Mini-mester (less than 4 weeks) will be opened/closed with minimal modification to the normal policy for these length courses: "Courses less than 4 weeks and greater than or equal to 2 weeks in duration; eval period opens on the day five class days from the last class period and close prior to two (including the last class) class periods from final class period being open for 60 hours." If other courses meeting more than 2 weeks are scheduled outside of the normal mini-mester dates but end within one week of the mini-mester courses, the course evaluations will be combined and the open/close dates adjusted accordingly as long as mini-mester evaluations are not negatively impacted.

b) Initiated by: FAC

II. Faculty Senate Action: X approved ☐ not approved ☐ other date: 3-22-2012

Vote: ☐ Voice Vote, Unanimous Voice Vote, Majority In Favor
☒ Paper Ballot: 12 Ayes 4 Nays 4 Abstentions

FS Secretary signature: Rebecca Spade date 5-3-2012

III. Provost: ☐ for information ☐ Recognition of Receipt
☒ for action..................☐ approved ☐ not approved

Comments:

Person responsible for Implementation: Melissa Wargo, Institutional Planning and Effectiveness

Provost signature: Beth Lentz date 5-8-12

IV. Chancellor: ☐ for information ☐ Recognition of Receipt
☐ for action...........☐ approved ☐ not approved

Comments:

Chancellor signature: Randy Balcer date 3-31-13