

Faculty Senate Routing Form
(action/proposal attached)

I. Item Title: Training for Department Heads on Issues Regarding Student Course Survey Listings

a) Brief Description: Department Head Training will be updated to cover course section building and its relation to Student Course Survey (SCS) responses for instructors as well as how to indicate changes to SCS designations to assure that faculty only receive SCS feedback from students they have contact with for a given course.

b) Initiated by: Faculty Affairs Council

II. Faculty Senate Action: approved not approved other date: 4/19/2023

Comments: _____

Vote: Voice Vote, Unanimous Voice Vote, Majority In Favor
 Hand Vote: 27Ayes 2Nays Abstentions
 Paper Ballot Vote: Ayes Nays Abstentions

FS Secretary signature: Emi K. McFelin date 4/21/2023

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

Comments: _____

Person responsible for Implementation: Dr. Schwab

Provost signature: [Signature] date 21 Apr 23

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

Comments: _____

Chancellor signature [Signature] date 4-21-2023

Once finalized copies will be returned to the Provost Office's representative who will scan and distribute electronically to:
Chancellor
Provost
Chair of Faculty Senate
Secretary of the Faculty Senate
Associate Vice Chancellor for Academic Affairs (for catalog and handbook)
Associate Dean of Graduate School (for catalog)
Others (i.e. person responsible for implementation)

FAC Resolution - Training for Department Heads on Issues Regarding Student Course Survey Listings

Whereas one of the purposes of the Student Course Survey (SCS) is to use such feedback as one source, among multiple sources, to provide formative feedback on aspects of Organization and Clarity, Course Environment and Rapport, and Overall Satisfaction; and

Whereas SCS results are required forms of evidence in the evaluation of a faculty member's teaching (*Faculty Handbook* Section 4.05 B, Evaluation of Teaching); and

Whereas ongoing issues related to the matching of course sections to faculty and of faculty to students were brought to the attention of the Faculty Affairs Council (FAC) during their process of updating the Student Course Survey (SCS) Procedural Manual; and

Whereas some faculty assigned to a course with multiple responsible faculty (typically, but not limited to, clinical nursing and teaching internship courses) have never received SCS results for their course; and

Whereas course section building in Banner determines which courses and/or course sections will initially be set up to share a single course evaluation; and

Whereas students in courses with multiple responsible faculty will be presented with a list of the associated faculty for their course and asked to select the faculty with whom they have had contact or experience for the course, and the faculty they select are the ones who will receive individualized SCS responses for the course; and

Whereas the Office of Institutional Planning and Effectiveness (OIPE) conducts a validation exercise by contacting department heads after the census date to verify course instructor(s) and respond with any feedback, questions or corrections within four weeks so OIPE has the time to build the SCS and have it ready on time and as correct as possible; and

Whereas department heads are responsible for course section building in Banner as well as for validating initial course instructor assignments, yet they may not have received training regarding the connection between course section building, Student Course Surveys, and faculty access to SCS responses from students they teach or supervise.

Be it resolved that Department Head Training will be updated to cover course section building and its relation to Student Course Survey (SCS) responses for instructors as well as how to indicate changes to SCS designations to assure that faculty only receive SCS feedback from students they have contact with for a given course.