

Mount Allison University: Procedures for Surveys of the Student Experience of Courses

Mount Allison University recognizes the importance of high quality teaching in the academic success of students, and University Senate requires that all courses be assessed by student survey. This process is described on the Provost and Vice-President, Academic and Research webpage.

Preparation

1. Familiarize yourself with the new **Survey of the Student Experience of Courses Form**.
2. Choose the date for your course survey, usually within the last two weeks of classes.

Note: It is strongly recommended that you conduct your survey of student experience of courses early rather than waiting until the last day of classes.

3. Schedule enough time in the chosen day's class for the students to provide thoughtful feedback: 15 minutes at the beginning or end of class is the recommended time allocation.
4. Tell your departmental secretary which dates you have chosen for each survey so that she can have the required number of questionnaires and Scantron sheets ready.
5. Tell your students the date of the survey--and remind them to bring a pencil to class that day!
6. Formulate supplemental questions, if you plan to use them. The new **Survey of the Student Experience of Courses Form** has ten blank spaces (#7 - #16) for this purpose. You may also add written comment questions at the end (provide extra paper).

Note: Instructors may write their own supplemental questions, or select questions from the *Question Bank* on the website. See also *Adding Questions*.

7. Designate a student to distribute the forms and to collect and return them to the Departmental Office. Make sure that the student understands the importance of their role. See the separate **Student Instruction Sheet**. These instructions to students are also available from the website; you may download them and create a PowerPoint slide to display on evaluation day.

On Survey Day

8. Pick up from your Departmental Office the envelope which includes your name, e-mail address, and the course name and number; the re-useable evaluation questionnaires; and blank Scantron sheets.

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JUST BEFORE CONDUCTING THE SURVEY

9. Write your surname and the course number on the board so that the students record them accurately on their forms: e.g., BIOL 1001, FREN 2401, COMP 3503.
10. Have your supplemental questions ready for display on a PowerPoint slide, or on a supplemental sheet, or write them on the board. These questions should be numbered from 7-16. Added open-ended questions can be numbered 25 and above. There is no space for them on the Scantron sheet, so you will need to provide extra paper. Make sure the student assistant knows about your additional questions and how to display them.

Note: Keep a paper copy of your numbered supplemental questions for your own files.

11. Leave the room before the survey begins, making no comments, except to clarify procedures, if necessary.

After the survey process has been completed, the designated student will return the envelope containing the forms to the Departmental Office. This may be done either immediately following the survey, or immediately at the end of class.

After You Receive Your Survey Results

12. The students' feedback is returned to you after final grades are submitted:
 - a. The numerical report will be e-mailed to you, and to any others whom you have designated (See a sample **numerical report** on the website);
 - b. The students' written comments are returned to you on the Scantron forms themselves, or the added sheets.
13. Read the surveys carefully; acquiring feedback on your teaching can help you to:
 - a. become aware of your teaching skills, achievements and strengths;
 - b. find patterns in your teaching practice by comparing comments over a number of years;
 - c. provide evidence of your strengths and efforts to improve;
 - d. identify new approaches to help you meet your teaching objectives; and
 - e. develop an effective teaching development plan.
14. Read the document **Providing Evidence of Teaching Effectiveness** on the website for information about using teaching evaluations to enhance and document your teaching achievements.
15. Keep your teaching evaluations in a safe place; they are your property. Departmental Support Services will not be archiving them or storing them on a University server.