

Surveys of the Student Experience of Courses at
Mount Allison University: Information for Departmental
Secretaries & Admin. Assistants

- Surveys of the Student Experience of Courses will run for the last two weeks of class.
- The Senate Policy on Surveys of the Student Experience of Courses specifies that courses will be surveyed using the Survey of the Student Experience of Courses Form and machine-readable Scantron Bubble Sheets.
- The Scantron machine is housed in Departmental Support Services, in the University Bookstore, where the evaluations will be processed.
- The Senate Committee on Teaching and Learning and Departmental Support Services (DSS) have developed this information sheet for departmental secretaries and administrative assistants who will play a crucial role in the success of this system of the surveys.

NOTE: ALL of the documents and forms mentioned here (with the exception of the Scantron Bubble Sheets) can also be downloaded from the Provost's website:

www.mta.ca/provost.

Before the survey period:

- ✓ Ask the faculty members in your department(s) when they plan to survey their classes—They are also being advised to give *you* this information.
- ✓ Prepare envelopes with the professor's name, e-mail address, course name and number.
- ✓ Download and print copies of the "Instructions for Students" form from the website—this form is for the student who will be assisting the professor with the evaluation.

Reusable evaluation questionnaires and Scantron Bubble Sheets will be delivered to you from the Bookstore.

- ✓ Check that you have enough Scantron sheets for all of the courses that will be evaluated. Extras will be available from the Bookstore.
- ✓ Check that you have enough evaluation questionnaires for your department's needs, remembering that:

- Not all teachers will be surveying their classes at the same time;
- You will reuse the questionnaires again and again for this term's surveys and keep them in your office for future use; and
- If you run out, you are free to make additional copies. You can download the form from the website www.mta.ca/provost.

On the day when professors are surveying their courses*:

They (or, in a few cases, students whom they have designated) will collect from you:

- The envelopes containing their name and course number.
- The evaluation questionnaires and Scantron Bubble Sheets.
- The Instructions for Students sheet (if they haven't already downloaded one for themselves).

After the evaluation has been conducted, the student assistant will return to you:

- The sealed envelope containing the completed survey forms.
- The survey questionnaire for reuse.
- The unused Bubble Sheets for reuse.

NOTE: If the course is taught in the evening, the student assistant will deliver all of these documents to the Ralph Pickard Bell Library Circulation Desk for safe-keeping. You should pick them up on the next day and keep them securely in your office with other completed evaluations until you are ready to send them to Departmental Support Services in the Bookstore.

After the Surveys are returned to you:

- ✓ Keep the completed surveys in their sealed envelopes in a safe, locked place until you send them to Departmental Support Services for processing, using secure bags.
- ✓ After processing, the numerical reports will be e-mailed to the professor.
- ✓ The completed Scantron Bubble Sheets which contain students' written comments will be returned to you for safe-keeping until the faculty member has submitted final grades for that course.

* Please use the Secretaries' Checklist to keep track of this process.