

## SEV (STUDENT EVALUATION) PROCESS

Institutional Research will prepare Student Evaluation (SEV) packets containing enough forms for each of the students in every class. **The prepared packets will be delivered to mailboxes of the instructors on each of the campuses. If you do not know where your mailbox is located, contact your Division Chair.** (Upon receipt of packet, instructor should immediately verify packet information is correct and contains proper number of forms for the class; if not, contact [bford@wnc.edu](mailto:bford@wnc.edu) 445-3301 or division office for additional supplies.)

The envelope will be labeled with the

- Instructor's name
- Class Prefix, Number and Section
- Class name
- Division
- Semester
- Enrollment (may need updating by instructor)

The label will indicate (by a +) if the class is combined (SIS shows same room, time, day and instructor). If the class is combined, the class listed will be the last *alphabetically*. The number enrolled will be the sum of all students in all combined classes. Interactive video class packets will be prepared for each site. Facilitators at receive sites will have packets containing forms for students (however, instructor should check with facilitator before giving the survey to ensure they have the correct forms and enough surveys for all students and to coordinate the date for completion).

The provided forms must be used when evaluating your class. The forms cannot be copied. If an emergency arises, there is a blank form which can be printed on the IR website <http://www.wnc.edu/institutional/evaluations/>. You can print but this form cannot be processed and will be recopied by IR *if time allows*. Please advise IR as soon as possible if you need additional forms or have misplaced your packet so that we can arrange for delivery of new or additional material. It is very important that you check your packets immediately to give enough time to receive additional supplies prior to scheduling the date for student evaluation.

Instructions for delivery and return of the survey instrument will be attached to the outside of each packet. **Please read prior to class.** (See also *Instructions for Classroom Administration of Student Course Evaluations* in this section.)

- Instructors may provide their class with one "optional question" which will be scored and reported on the individual summary. This question is for the use of each instructor *if desired* and should not be returned to either IR or the Division offices.

Classes that are late start or short-term classes will have packets delivered in time for completion prior to the end of the class. We divide these classes based on their end dates and call them **SHORT1** (classes that end before the middle of the semester and delivered in the first week of the semester) and **SHORT2** (classes that end after the first eight weeks of the semester and delivered in the 8<sup>th</sup> week of the semester.) (See exact dates on Distribution Schedule on IR website <http://www.wnc.edu/institutional/evaluations/>.)

If a faculty member has a special request in the way their particular packets are prepared, they are welcome to contact Barbara Ford in IR at 445-3301 or via email at [bford@wnc.edu](mailto:bford@wnc.edu). An example would be some classes may be in SIS as full term classes but actually end at a date prior to the end of the semester or a class listed in SIS as a "lecture" class may actually be mostly web enhanced. A faculty member may wish special processing dates and type of survey (web or paper). Just let us know - each semester that this is an issue and we will be happy to work with you.

Once the surveys have been completed by the students, packets should be returned to Institutional Research on the Carson campus as soon as possible but no later than two weeks after the end of the semester. Drop off points are listed on the *Instructions for Classroom Administration of Student Course Evaluations* found on the IR website and later in this section of the handbook. (See Distribution Schedule located on the IR Website for exact dates <http://www.wnc.edu/institutional/evaluations/>.)

- **OE/OE** packets will be distributed (in the 4<sup>th</sup> week of the semester) per the dates on the distribution schedule (see above URL).
  - Instructors should contact IR when/if their enrollment increases and additional supplies are required. These packets will include forms for at least 10 students. Prior to student completing the OE/OE class (and no earlier than the second half of the instructional period for each student), the instructor should supply a survey form to the student. Student should be requested to complete survey and seal in an envelope. Instructor may hold all surveys until last person in class has completed and then return all to IR along with original packet and any extra forms. If you would rather, address individual envelopes to IR and return per instructions on packet. IR will put all the individual responses together before processing.
- The **FULL** semester class packets will be distributed to each instructor (in the 12<sup>th</sup> week of the semester) per the dates on the distribution schedule mentioned above.
  - **NOTE: Surveys are to be given in the last half of instructional period.** (See <http://www.wnc.edu/policymanual/2-2-1.php> on the WNC website.)
- Packets are due to Institutional Research no later than **two weeks after the last day of the semester**. (See exact date on Distribution schedule on IR website under Student Evaluations Calendar <http://www.wnc.edu/institutional/evaluations/>.)
- The forms **must be completed with blue or black ink**. The forms **MAY NOT be copied**.

- Follow the "Instructions for Classroom Administration of Student Course Evaluations" found on outside of each packet and on the IR website at <http://www.wnc.edu/institutional/evaluations/>.
- As mentioned on the instructions, faculty leave the classroom during survey administration.
- Once students have completed the class evaluation, the class representative is to return the sealed packet to any of the drop off areas designated on their instructions.

### WEB CLASS EVALUATIONS

E-mail invitations will be sent with survey link to all web students via their **personal** email address. Students may provide (AND UPDATE) their email address by following the Update Address link on WEB-REG. **Faculty may want to encourage students to provide a current email address on WEB-REG and to check for the survey invitation after the 12<sup>th</sup> week of the semester.**

### DISTRIBUTION

Within four weeks after the end of the semester, Division Chair offices will receive a disk containing individual summaries of each divisional faculty. Division offices will distribute URL to each faculty for access to individual summary reports and comments.

- Original survey forms will be maintained by the Dean of Instruction for a period of three years.
- Electronic copies of individual summaries, comments, and divisional reports will be distributed to appropriate Division Chairs, Dean of Instruction, Vice President of Student and Academic Affairs and WNC President.

### SUMMER STUDENT COURSE EVALUATIONS

ALL summer semester SEV packets will be distributed within the first week of the semester. Instructors should deliver survey to students in the 2<sup>nd</sup> half of the instructional period. Completed packets need to be returned to IR no later than two weeks after the end of the semester for processing (see exact date on Distribution schedule on IR website under Student Evaluations Calendar <http://www.wnc.edu/institutional/evaluations/> .)