

## SEV (STUDENT EVALUATION) PROCESS

Institutional Research will prepare Student Evaluation (SEV) packets containing enough forms for each of the students in every class. (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) 445-3247 or division office for additional supplies.)

The envelope will be labeled with the

- Instructor's name
- Class name/Class ID/Faculty ID
- Semester
- Enrollment (may need updating by instructor)
- Division

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).

The provided forms must be used when evaluating your class. The forms cannot be copied. If an emergency arises, there is a blank form on the IR website [http://www.wnc.edu/institutional/docs/generic\\_survey\\_instrument\\_20072.pdf](http://www.wnc.edu/institutional/docs/generic_survey_instrument_20072.pdf) you can print off 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 or new or additional material. It is very important that you check your packets immediately to give enough time to receive additional supplies prior to 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 *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 use of each instructor *if desired* and will not be distributed to either IR or the Division offices.

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.

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 SHORT2 (classes that end after the first eight weeks of the semester.) (See exact dates on Distribution Schedule on IR website under *Student Evaluations Calendar* and in this section of the handbook. <http://www.wnc.edu/institutional/evaluations.php> .)

- 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 for exact dates <http://www.wnc.edu/institutional/evaluations.php> .)
- OE/OE packets will be distributed 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 along with envelopes for use by the students who will complete the survey prior to the end of class; place in envelope and seal, sign and give to instructor. 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 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.htm> 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.php> .)
- The forms **must be completed with #2 pencils OR 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/docs/instructions\\_for\\_class\\_admin.pdf](http://www.wnc.edu/institutional/docs/instructions_for_class_admin.pdf) .
- 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

Invitations will be sent to each student enrolled in an on-line class **using their WNC email address**. Students may follow procedures found on-line to forward their WNC email to any provider. Instructions can be found on the WNC web site under "Current Students" and then clicking on "email & Web Accounts".

Students may activate their accounts at the following location:

<https://secure.wnc.nevada.edu/swami/>

Students can forward their WNC email to their provider of choice by accessing the following:

[https://secure.wnc.nevada.edu/swami/index.php?nav=account\\_mail](https://secure.wnc.nevada.edu/swami/index.php?nav=account_mail)

Reporting will be done in the same manner as described above with the addition of summary report distribution to the Coordinator of Web Instruction.

### DISTRIBUTION

Individual summary reports will be distributed to appropriate Division Chairs within four weeks after the end of the semester. Individual summary reports and survey sheet copies will be distributed to instructors by their Division Chair.

Distribution of surveys and survey results is as follows:

- Original Survey Forms
  - The original documents will be maintained by the Dean of Instruction for a period of three years.
- Copied Survey Forms
  - Delivered to appropriate Division Chairs for distribution to each instructor.
- Individual Summary Reports -
  - Copy of the completed individual summary reports will be delivered to appropriate Division Chairs for distribution to each instructor.
- Student Comments will be distributed as follows:
  - Appropriate Division
  - President
  - Vice President of Student & Academic Affairs
  - Dean of instruction

- Group Summary Reports will be distributed as follows:
  - Divisional Summary Reports:
    - Appropriate Division
    - President
    - Vice President of Student & Academic Affairs
    - Dean of Instruction
  - WNC Summary Report:
    - President
    - Vice President of Student & Academic Affairs
    - Dean of Instruction

#### 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.php>.)