# POLICY AND PROCEDURE

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## PROCEDURE DETAILS:

Student course evaluations occur in the last 2 weeks of each course module, for a total of six administrations per year (i.e., two each semester, at the end of the 7.5 week and 15 week classes). Two weeks prior to the administration, the vendor (IOTA 360) receives a data file, produced from Sonis by staff in the Office of Institutional Effectiveness, that contains all of the students, course and faculty information. Administrators, faculty and students receive emails from the email of the Provost (but sent by the vendor) alerting them to the upcoming administration, and receive periodic reminders during the administration period, which encourage students to complete the survey, and the faculty to remind the students. Approximately two weeks after the close of finals, the results are available to administrators and instructors on a vendor maintained website. Deans, associate deans, program directors and instructors can view the results appropriate to their level of management. In additional to that, staff in the Office of Institutors for the whole semester, and a summary chart that reflects about an instructor's score (a score for particular academic program, and a score regarding particular questions).

## PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

## DEFINITIONS:

Course evaluations are done by an outside vendor (IOTA 360) who provides the necessary technology, support and expertise, and to help assure confidentiality for participants. This vendor also maintains the website, collects and analyzes the responses and produces the majority of the reports. Goodwin University provides the vendor with student, staff, faculty, and course data. The members of Senior Cabinet, Senior Director of Institutional Research and