

Student Course Evaluation Procedure

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**Mandatory Review
Date:** May 2, 2023

Approved By:

Provost and Vice-
President, Academic

1. Purpose

The purpose of this procedure is to outline the principles and parameters that guide student evaluation of courses at Sheridan as a fundamental part of Sheridan's commitment to "an outstanding learning experience" and continuous improvement.

2. Scope

The Student Course Evaluation Procedure applies to all Sheridan course sections. In regular/full duration terms, evaluation surveys will be administered online beginning in the tenth week of teaching and remaining open for three (3) weeks. In condensed terms, evaluation surveys will begin in the fourth week of teaching and remaining open for three (3) weeks. In circumstances requiring alterations to typical term durations, timing of administration of evaluation surveys may be altered, and these alterations will be communicated in advance. In course sections taught by more than one Full-Time Faculty or Non-Full Time Faculty member, evaluations will be done to assess each portion of the course taught by them.

Extensions or changes to these timeframes may be granted under exceptional circumstances. Faculty Members wishing to request an extension must first contact their Associate Dean. The Associate Dean will review the request with the Office of Integrated Planning and Analysis. The Associate Dean will notify the Faculty Member of the decision.

Access

Course evaluation reports will be released within four (4) weeks of the last day of class of the term in which the evaluations were administered, but not before final grades are published to students. Reports will be accessible via Sheridan's online course evaluation website, Blue (surveys.sheridancollege.ca/Blue), and will be made available as follows:

Individual Faculty Members:

Quantitative and qualitative results will be shared with individual Faculty Members from course evaluations conducted in each course section that they have taught.

Qualitative feedback is reviewed by a third-party vendor. Comments that violate the student code of conduct will be removed, and comments of serious concern (e.g., threats, mental health issues, etc.) will be forwarded to the Executive Director, Institutional Planning and Analysis. If required, such comments will undergo further review by one or more of the following: the Provost and Vice President, Academic; Human Resources; Student Affairs; Campus Security.

If, after further review, health and safety concerns are identified, student information may be disclosed to parties within the college to address such concerns.

Individual Faculty Members may elect to release the results from Faculty Member-selected questions with Associate Deans.

Academic Administration:

The results for all but the Faculty Member-selected questions will be shared with Academic Administration.

Responsibilities:

Institution:

On behalf of the Institution, the Integrated Planning and Analysis Department has a responsibility to:

- Oversee the implementation and administration of this procedure as well as the overall course evaluation process.
- Provide training to use the system/process/tool.
- Provide education and support to students, Faculty Members and Associate Deans about the use of course evaluations and how to interpret the related data.
- Explain the importance of course evaluations to students and encourage their participation.

Associate Deans:

Associate Deans have the responsibility to:

- Honour the role of course evaluations as a part of Sheridan's commitment to continuous improvement.
- Review course evaluation data, for all but the Faculty Member specific questions, including quantitative and qualitative data.
- Discuss data with individual Faculty Members.
- Review the guidelines for interpreting course evaluation data.

Individual Faculty Members:

Individual Faculty Members have the responsibility to:

- Understand the role of course evaluations as a part of Sheridan's commitment to continuous improvement;
- Encourage students to participate in course evaluations;
- Review and reflect on their own results;
- Discuss these results (save and except the individual Faculty Member questions) with their Associate Dean.

Students:

Students have the responsibility to:

- Participate in the evaluation process and to provide constructive feedback.
- Adhere to the Student Code of Conduct

3. Definitions

Academic Administration includes Associate Deans/Associate Director (CAPS), Deans/Executive Director CAPS, the Provost and Vice-President, Academic and the Vice-Provost Academic. Requests for results from others that are not included in this definition will be approved by the Provost & Vice-President, Academic or Vice-Provost, Academic.

Associate Dean is an academic manager, typically responsible for a group of programs reporting to a Faculty Dean.

Faculty Members includes Full-Time and Non-Full-Time faculty.

Full-Time Faculty includes faculty employed on a full-time, ongoing basis under the terms of the Academic Employee Collective Agreement.

Non-Full-Time Faculty includes employees hired contractually on a partial-load, part-time or sessional basis.

Program Quality Assurance Process Audit (PQAPA) sets provincial quality assurance criteria for all colleges, audits each college's program review process and monitors the colleges to ensure that they are meeting Ontario's quality assurance requirements for diplomas, advanced diplomas and certificates.

Postsecondary Education Quality Assessment Board (PEQAB) defines degree level standards and procedures for program quality assessment of degrees and ensures the program is meeting the degree level standards.

4. Procedure Statement

Sheridan is committed to inspiring creative, innovative teaching and learning, and to providing a premiere learning environment. An important component of that commitment is the regular evaluation of courses by students. Course evaluations are conducted for the following reasons:

1. To provide formative data used by Faculty Members for the affirmation of quality teaching and/or continuous improvement.
2. To provide members of the Sheridan community with information about student perceptions of teaching and courses at Sheridan.
3. To provide the aggregate data that contributes to program and curriculum review, and to support Sheridan to meet regulatory requirements (program review, PEQAB, PQAPA or other accreditation or quality assurance purposes).
4. To collect data used in the evaluation of teaching for administrative purposes such as probationary reviews, and as a component part of a formal performance management process, and for decisions related to the provision of future contracts for Non Full-Time Faculty.
5. To collect data for internal research purposes to support the continued development of the course evaluation framework and / or other strategic initiatives.

Principles:

The course evaluation process at Sheridan is guided by the following principles, to ensure that it:

1. Reflects institutional teaching and learning priorities.

2. Recognizes the diversity of teaching priorities and strengths across the institution.
3. Gathers information from students about their learning experience.
4. Provides opportunities for feedback on teaching.
5. Is equitable, consistent and transparent in the collection, use and interpretation of data.
6. Protects the confidentiality of student respondents. However, where serious violations of the student code of conduct occur (e.g., in comments made within the open-ended survey questions), confidentiality may be forfeited.
7. Provides reliable and meaningful data to individual Faculty Members and Associate Deans.

4.1 The Responsible Office(s) shall be:

The Office of the Provost and Vice President, Academic

5. Related Documentation (Procedures/Additional Policies/Forms)

- [Formative Faculty Reflection Policy](#)
- [Formative Faculty Reflection Procedure](#)
- Academic Portfolio Submission Form