

PROPOSAL 13-01

POLICY ON EARLY-TERM CLASS SURVEYS

A. Introductory Statement

It is the purpose of this policy to facilitate continuing improvement in faculty instruction at Michigan Technological University. Properly implemented, it will provide students a formal mechanism to provide constructive feedback early in a teaching term for the immediate identification of ways of improving a course in progress, including a need for supplemental material, difficulties with classroom presentations, or other elements of a particular course. The feedback device is a written survey of the students, administered and read by the instructor alone.

B. Administering the Early-Term Survey

It is recommended that each class of 10 or more students be supplied with a simple instructional survey form early in the semester. This could be done as an attachment to the course syllabus, or as a handout. During the fourth or fifth week of the semester the instructor would encourage students to complete the survey and turn in at a convenient location. The survey could also be completed during class time. The surveys should be collected to maintain student anonymity if the students wish.

It is recommended that these two questions be used as part of the survey:

- What is good about this course?
- How could it be better?

Faculty may add additional questions to the survey to elicit student opinions on particular attributes of the course, e.g., on course materials, teaching methods, presentation style, pedagogical methods, etc.

C. Evaluation of the Survey

After administering the survey, the instructor should read the responses noting frequently-mentioned items, and substantive criticisms and suggestions. It would be incumbent on the faculty member to take the appropriate steps to correct problems identified. The faculty member is also encouraged to discuss in class the notable points made by the students, indicating whether and how the course might be modified.

Disposition of the survey forms is at the instructor's discretion.

Adopted by Senate: April 25, 2001

Approved by President: May 2, 2001

Became Senate Policy 505.1