

Student Course Evaluation Procedure

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May 2, 2020

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 14 week terms, evaluation surveys will be administered online beginning in the tenth week of teaching and remaining open for three (3) weeks. In 7 week condensed terms, evaluation surveys will begin in the fourth week of teaching and remaining open for three (3) weeks. In course sections taught by more than one professor, evaluations will be done to assess each portion of the course taught by different professors.

Extensions to these timeframes may be granted under exceptional circumstances. Professors wishing to request an extension must first contact their Associate Dean. The Associate Dean will review the request with the Office of Institutional Research. The Associate Dean will notify the professor 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 professors:

Quantitative and qualitative results will be shared with individual professors from course evaluations conducted in each course section that he/she has taught.

Qualitative feedback is reviewed by a third party vendor. Profane comments will be removed, and comments of serious concern (e.g., threats, mental health issues, etc.) will be forwarded to the Director, Office of Institutional Research. If required, such comments will undergo further review by one or more of the following: the Vice President, Academic; Human Resources; Student Affairs; Campus Security.

Individual professors may elect to release the results from professor-selected questions with Academic Administrators.

Academic Administrators

The results for all but the professor-selected questions will be shared with administration.

Responsibilities:

Institution:

On behalf of the Institution, the Institutional Research and Planning 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, professors and administrators 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.

Administrators:

Associate Deans have the responsibility to:

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

Individual professors:

Individual professors have the responsibility to:

- Understand the roles of course evaluations as a part of Sheridan's commitment to continuous improvement;
- Encourage students to participate in course evaluations
- Review and reflect on his/her own results;
- Discuss these results (save and except the individual professor questions) with his/her 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**

Professors include all full-time faculty, counselors and librarians if they are teaching as part of their responsibilities.

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 is the regular evaluation of courses by students. Course evaluations are conducted for the following reasons:

1. To provide formative data used by professors 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 Sheridan's Part-time, Partial Load and Sessional professors.

Principles:

The course evaluation process at Sheridan is guided by the following principles:

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.
7. Provides reliable and meaningful data to individual professors and administrators.

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](#)