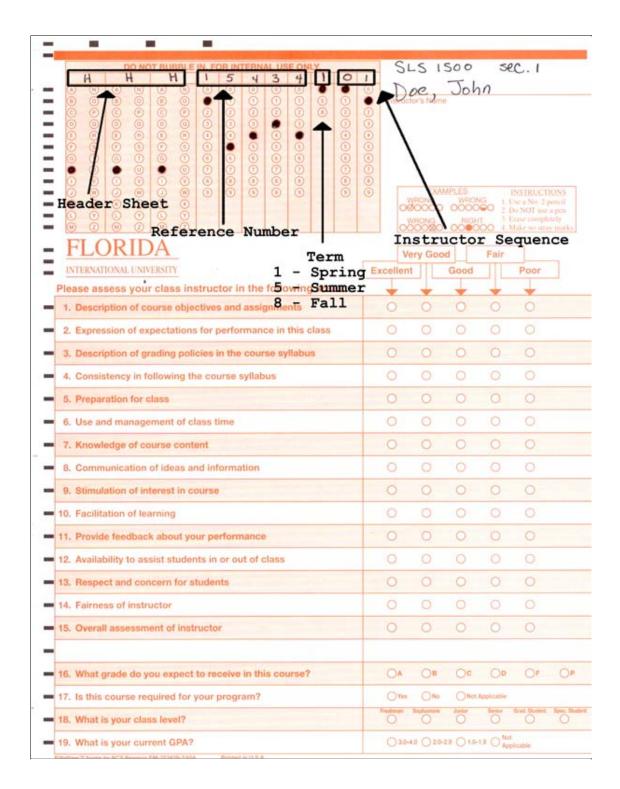# Policies & Procedures

The **Student Assessment of Instruction** is composed of nineteen questions. Eight original questions (Q, Q2, Q8, Q9, Q10, Q12, Q13, & Q15) were established by Chancellor's Memorandum, CM-95-06. The remaining eleven questions were designed by FIU. These items are to be administered according to the provisions of the Chancellor's Memorandum reissued as CM-95-06.1 on September 13, 1995.

By the sixth week of the Fall and Spring semesters, the instructor information on the on-line computer system (Course Schedule Master – CSM, maintained by departments) must be update and complete.

1. After the sixth week of the Fall and Spring semesters, three items will be generated:

- a list of all courses to be included in the assessment process by faculty within department
- a course assessment header sheet for each class section and faculty member
- a set of labels for each class section and faculty member.

The course assessment header sheet will be used in the scanning process to ensure that all student assessment of instruction forms are posted for the appropriate course and faculty member. The following is a sample header sheet:

Header Sheet

Reference Number

Instructor Sequence

Term
1 - Spring
5 - Summer
8 - Fall

SLS 1500   sec. 1
Doe, John
Instructor's Name

DO NOT BUBBLE IN, FOR INTERNAL USE ONLY

EXAMPLES

WRONG	WRONG	INSTRUCTIONS
		1. Use a No. 2 pencil
		2. Do NOT use a pen
WRONG	RIGHT	3. Erase completely
		4. Make no stray marks

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Please assess your class instructor in the following:

	Excellent	Very Good	Good	Fair	Poor
1. Description of course objectives and assignments	O	O	O	O	O
2. Expression of expectations for performance in this class	O	O	O	O	O
3. Description of grading policies in the course syllabus	O	O	O	O	O
4. Consistency in following the course syllabus	O	O	O	O	O
5. Preparation for class	O	O	O	O	O
6. Use and management of class time	O	O	O	O	O
7. Knowledge of course content	O	O	O	O	O
8. Communication of ideas and information	O	O	O	O	O
9. Stimulation of interest in course	O	O	O	O	O
10. Facilitation of learning	O	O	O	O	O
11. Provide feedback about your performance	O	O	O	O	O
12. Availability to assist students in or out of class	O	O	O	O	O
13. Respect and concern for students	O	O	O	O	O
14. Fairness of instructor	O	O	O	O	O
15. Overall assessment of instructor	O	O	O	O	O

16. What grade do you expect to receive in this course?   OA   OB   OC   OD   OF   OP

17. Is this course required for your program?   OYes   ONo   ONot Applicable

18. What is your class level?   Freshman O   Sophomore O   Junior O   Senior O   Grad. Student O   Spec. Student O

19. What is your current GPA?   O 3.0-4.0   O 2.0-2.9   O 1.0-1.9   O Not Applicable

Do not distribute header sheets to students. They serve as a title page for each course and each course submitted for scanning must have ONE. Do not make your own header sheets. Do not alter header sheets in any way. If you have a problem or are missing a header sheet, contact Kevin Huggins at 305-348-2731 for assistance.

2. The student assessment of instruction forms will be delivered through Campus Services if the Dean's office requests it; otherwise, they will be available for pick-up in PC 543 in the Office of Planning & Institutional Effectiveness. The Dean's offices will be notified when they are ready for pick-up.

3. The Deans office will distribute the student assessment of instruction header sheet, forms, labels, and instructions to the chairpersons of the department, along with the deadline date for the return of the verified student assessment of instruction forms.

4. The administration of the assessment is the responsibility of the chairperson of the program/department. Chairpersons may assign a staff member to administer the instrument.

5. For courses with multiple instructors, a separate set of student assessment forms must be administered for each instructor for that particular course. Please note, a separate header sheet will be provided for each instructor. These forms must be kept separately in the original envelope with their appropriate header sheets.

6. The assessments should be administered during the last three weeks of scheduled instruction (not during final examination period or at the beginning of a class when an examination has been scheduled).

7. The students should write the course prefix, number, section, and instructor's name at the upper right-hand corner of the student assessment of instruction form; however, they should not code (bubble in) this information in the space provided in the current form. The instructor should clearly write this information on the classroom board for students to see. The course assessment header sheet will be used to provide the appropriate key information and it will be used in the scanning process to ensure that all the student assessment of instruction forms are recorded for the appropriate course and faculty member.

8. The instructor should not be present in the class while the assessment of instruction form in being administered.

9. The assessment header sheet along with complete assessment forms the must be returned in the labeled envelope to the originating department.

10. Departments must verify that the course assessment header sheet corresponds to the enclosed forms before the assessment form packets are forwarded to the Dean's office. Please remove any blank/incomplete forms and ensure that the course assessment header sheet is the top page of the packet before further processing takes place.

11. Each Dean's office contact person will verify that all course assessment packets have been returned for each course being assessed.

12. The Dean's offices will verify that all assessments have been completed and the course packets are ready for scanning before submitting the student assessment of instruction form packets to OPIE (Office of Planning and Institutional Effectiveness - PC 543). Please note that all student assessment of instruction form packets must remain in the original envelopes. UTS staff will process each packet. OPIE will return the course assessment header sheet and the student assessment of instruction forms in the same envelope to the college. DO NOT STAPLE, BEND, FOLD, OR TEAR ASSESSMENT SHEETS.

13. The Dean's office will either keep the original scanned form packets or return them to the respective departments/faculty member.

14. The student assessment of instruction results will be compiled and distributed as soon as possible after the term is over according to the Chancellor's Memorandum requirements.

15. Office of Planning and Institutional Effectiveness staff will generate the semester's electronic summary data and distribute the results to the respective Deans, Chairpersons/Faculty members, the Student Government, the Library, and the United Faculty of Florida. The summary data with the eight mandated State University System questions will also be available on the OIR web site.

16. The summary results include the following:

- A public report with the original eight questions as per the Chancellor's memorandum formatted with only the percentage of responses and distributed to Student Government, the Library, and UFF.

- A private report with all the responses will be distributed to the Deans. This report contains the count per response and the percentage of the response.

The data will be available on a College/School delimited file upon request.

A public report with the original eight questions of the evaluations will be available on the web on the Office of Institutional Research web page (http://w3.fiu.edu/irdata/portal/instructor_eval.htm).