

**DIN:** 1015-2-01  
**Name of Process:** Administering Course Surveys

**Purpose**

To ensure consistent administration of Course Survey each semester to courses identified by the Dean of Academic Affairs.

**Scope**

This process applies to each administration period for the Course Survey each semester.

**Definitions**

The following is a list of key definitions:

Term/Phrase	Definition
Course Survey	Official survey of effectiveness of course and instruction.
Survey Administrator	Person charged with administration of surveys by the Dean. Electronic surveys: this person has the license for Survey Select electronic survey software.

**Process**

The table below describes responsibilities for this process:

Stage	Who	Description
1	Dean (or designee)	Identifies course sections to be surveyed, per policy: 1 section for each tenured faculty, all sections for probationary faculty. Notifies Survey Administrator of the identified courses, sections (course codes) and faculty names.
2	Asst Director Institutional Research & Effectiveness	Creates electronic Course Survey for the semester, including all course titles and codes of courses to be assessed, posts to web
3	Asst Director Institutional Research & Effectiveness	Sends an email with the Course Survey link to each faculty member by the third to last week of the semester, identifying the specific course to be surveyed and the timeframe. Email will include the following information: <ul style="list-style-type: none"> <li>• Course number, title and Course code</li> <li>• URL for survey</li> <li>• Link to posted "Administering Course Survey Procedure" (1015-3-01)</li> <li>• Dates between which the Course Survey is to be administered (one week)</li> </ul>
4	Faculty	Administers Course Survey, following procedure (1015-3-01) either electronically (preferred) or on paper.
		If survey was administered on paper Then, assigned learner collects the surveys and brings them in sealed envelope to Office of Academic Affairs upon completion of survey.

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		If survey was administered electronically	Then, faculty member notifies Asst Director of Institutional Research & Effectiveness that the survey for “x” course was administered.
5	Asst Director of Institutional Research & Effectiveness	<p>Closes survey. Enters responses from paper/pencil copies. Pulls all responses for analysis. Analyzes survey in the following segments:</p> <ul style="list-style-type: none"> <li>• Aggregate: All responses together.</li> <li>• By Program Major, if requested.</li> <li>• By Course</li> </ul> <p>Prints reports and delivers to Dean by the end of the third week of the following semester. Sends copy of his/her reports to each faculty member. Sends copy of Program Major reports to appropriate Division Chairs, upon request. Response files and survey reports will be kept for one year.</p>	

**Supporting references**

Listed below are college documents that support this process:

- 1015-1-01 Survey Administration
- 1015-3-01 Administering Course Surveys Procedure.

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