

**DIN:** 1015-3-01  
**Name of Procedure:** Administering Course Survey Procedure

**Purpose**

This procedure is to be followed to administer the Course Survey in an individual course at the end of a semester.

**Scope**

This procedure applies to all faculty for all Course Survey administrations.

**Definitions**

The following is a list of key definitions:

Term/Phrase	Definition/Description
Course Survey	The official survey to be administered to assess the effectiveness of courses and instruction.
CODE	Code given to the instructor by the Office of Academic Affairs. This CODE will need to be entered into the survey. Surveys with no CODE will not be scored.

**Procedure**

The table below describes the steps in this procedure:

Step	Action
1	Upon receipt of notification of which course(s) to survey from the Office of Academic Affairs, determine date/time of survey administration to the course members. Preferred delivery mode is electronic. If learners do not have access to computers in the classroom, check the schedule for open time in the computer lab. If it is possible, bring the class to the lab to complete the survey electronically. If it is not possible to administer the survey electronically, make enough copies of the survey to administer it on paper and bring a 9 x 12 envelope in which the completed surveys will be placed. Write course number and instructor code on the front of the envelope.
2.	During the course session, advise the learners that they will be asked to complete the Course Survey. Emphasize the purpose of the survey (written on top of the survey), note that their responses are anonymous. If doing it electronically (preferred), give the URL for the survey and ask learners to go to the URL. If giving on paper, hand out surveys.

3.	Give the following directions. For the first three items, learners are to select the proper item from pull down menus (for electronic completion; hand write for paper). Emphasize CHOOSE RIGHT ONE: 1: Select program major area; 2. Select course number and name of the course being surveyed. Restate and write number and course title on board for clarity. 3. Select CODE. (This is given to the instructor in the email from Office of Academic Affairs). If this is left blank, the survey will not be scored. For the rest of the survey, they will click inside a radio button or type in comments.
4.	Once the students have responded to the first three items, leave the room for 5-10 minutes so they can complete the survey. If completing the survey on paper, assign one learner to collect the surveys into the envelope, seal it, deliver envelope to Office of Academic Affairs.

**Supporting references**

Listed below are college document(s) that support this procedure:  
*(List here the process that this procedure is part of.)*

- 1015-1-01 Survey Administration
- 1015-2-01 Administration of Course Surveys Process

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