Purpose:

Student course evaluations allow students to have meaningful input into their program curriculum by giving them an opportunity to evaluate the content and delivery process of their courses. Course evaluations will form part of the program evaluation process.

Policy:

All evaluations will be administered by the Dean/Director or designate, and will be carried out in a manner that will ensure students are free from fear of reprisal.

Evaluations should normally take place within the last quarter of the course time frame. The evaluations should be carried out at least two days prior to the final exam.

Dean/Directors will determine which courses will be evaluated. At minimum, each instructor will have one course evaluated per teaching year. If students wish to evaluate a course in which they are registered and currently taking that is not scheduled for evaluation, they may request to do so by approaching the Dean/Director.

Procedure:

1.   The Dean/Director or designate will administer the course evaluation questionnaire (attached).

2.   The instructor will not be present while the course evaluation is being administered.

3.   The evaluation rationale and procedure will be explained to the students by the Dean/Director or designate as follows:
        a) No names are required on the questionnaire.
        b) The evaluation questionnaires will be placed in an envelope and sealed.
        c) For distance-delivered courses, students may choose to submit the completed course evaluation questionnaire by mail to the Dean/Director, or to complete the course evaluation questionnaire online.

4.   Evaluation results will be shared with the instructor after the instructor has recorded and submitted course student marks. The Dean/Director or designate will ensure that if evaluation results contain student comments of a disrespectful or offensive nature that are directed at a **named** instructor, staff member, or other student, the name of that individual will be deleted from the evaluations before they are shared with others.

5.   The instructor will receive a summary of the questionnaire and typed comments.

6.   The raw data will be kept at least ten working days after the instructor and Dean/Director have discussed the results.

_____   _____
Date   President

Assiniboine Community College Student Satisfaction Survey

This survey provides you with an opportunity to give feedback about the learning experiences in your course. Your answers are confidential. Please take the time to complete the survey thoughtfully and honestly, and in a way that is helpful in making the course the best it can be.

Instructor: _____   Course: _____

For each item please state the **importance** of the item to you, and your level of **satisfaction**.

	Importance			Satisfaction			
	not important	important	very important	very dissatisfied	dissatisfied	satisfied	very satisfied
Example: The classroom physical environment.	☐	☑	☐	☐	☐	☑	☐
		The student states that the physical environment in the classroom is important.			*The student is satisfied with the physical environment in the classroom.*		
1. The course outline describes the course well.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
2. I am developing my ability to solve problems.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
3. I know how my grade is determined.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
4. I receive feedback on my tests and assignments that helps me understand my mark.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
5. Tests and assignments are returned within a reasonable amount of time.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
6. The instructor is prepared.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
7. The instructor maintains a respectful environment.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
8. The instructor is knowledgeable about the course content.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
9. The instructor communicates well.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
10. The instructor encourages participation.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
11. A variety of instructional strategies is used (e.g. lectures, case studies, visual material, discussion groups).	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
12. The instructor is available to answer my questions and give help.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
13. I am learning a lot in this course.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
14. Overall, I am satisfied with this course.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
15.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied
16.	☐ not important	☐ important	☐ very important	☐ very dissatisfied	☐ dissatisfied	☐ satisfied	☐ very satisfied

Comments: