

**College of Public Health and Health Professions
Course/Instructor Evaluation Policy for Small Classes
Draft Policy – August 14, 2009**

Council Concerns

The Policy should

[1] give the student an opportunity to provide feedback for all courses of ten or less students,

[2] the policy allow students the option of providing the feedback,

[3] students be assured of a method, by department, that would protect their anonymity, where appropriate, and evaluations be “batched” by course\instructor until there are at least five students having completed the evaluation,

[4] insure students are aware of the policy and procedures for filing a grievance regarding a course or instructor, and

[5] PPHP faculty are made aware of this policy to evaluate all courses, no matter the size of enrollment, as an aide to assuring there be adequate data to support their tenure and promotion and offering them ongoing feedback to improve the quality of instruction within the College, and

[6] students feel empowered to evaluate and comment on their educational experience[s].

[7] It will be requested that the Dean’s office formulate such a policy and return it for review and vote by Council.

Second Draft of a Policy

In order to give students the opportunity to provide feedback on all courses, and to preserve the anonymity of this feedback:

1. Evaluations completed by students in classes of less than ten should be held by the department and not released to the faculty member until after the semester when 10 or more evaluations have been completed
2. Comment sheets (completed in the students own handwriting) should be transcribed before being released to the faculty member.
3. Students should be informed of this policy in their program Student Handbook; this policy section should refer students to the handbook section where student grievance procedures are discussed.
4. Faculty should be informed of this policy and the rationale for it, in the college on-line faculty manual.
5. Syllabi for courses traditionally populated by less than 10 students should inform students of this policy and refer the student to university and college grievance procedures in their programs Student Handbook.
6. Departments and/or programs that have established evaluation procedures for small courses (ie. clinical practica) should adapt current policies to ensure student confidentiality and faculty availability to evaluation data for the purposes of tenure and promotion.