*References:* [*Board Policies and System President's Procedures*](http://www.cccs.edu/about-cccs/state-board/policies-procedures/)

**STUDENT EVALUATION OF INSTRUCTION** **A. DEFINITION**

PPCC’s current course evaluation system (eXplorance Blue) is a software program which provides anonymity for students, and automated aggregate reporting capabilities. The confidential evaluation forms are accessed online, and integrated into our learning management system (D2L Brightspace). Students are provided an opportunity to evaluate faculty members and course materials after the drop date each term. After grades have been posted, the results are made available for review by the Dean, Associate Dean, Department Chairs and faculty/instructors to help them plan for change and improvement.

1. FREQUENCY OF EVALUATION

* 1. All courses will be evaluated each term, including the summer semester.

1. TIMELINES FOR PROCESSING STUDENT EVALUATION OF INSTRUCTION FORMS

* 1. Shortly after midterm:

PPCC Course Evaluation Coordinator schedules emails to be sent to current student email accounts, notifying registered students that their courses are now available for evaluation. They are directed to their D2L home page and also provided with a link, specific to that student, which takes them directly to their classes to be evaluated.

* 1. Week before finals:

Course evaluations are closed to participants following numerous automated reminder Emails.

* 1. After Grades Posted:

Course Evaluation Coordinator schedules reports to be opened for viewing and notifies Faculty, Administrators, and Deans, that their reports are available.

**B. PROCEDURES**

1. PREPARING AND UPLOADING DATA FROM COURSE EVALUATION SOFTWARE

a. Course Evaluation Coordinator

1. Creates Evaluation Blocks based on D2L course open/close dates
	1. Data is automatically imported and updated nightly from D2L for evaluation ability
2. Activates Survey List (by open/close dates) correcting any errors
	1. Schedules emails to notify Students & Faculty of availability
	2. Corresponds with Students & Faculty with any technical concerns and solutions
3. Schedules notifications for Students of any upcoming events: time remaining, closure of evaluations, etc.
4. Ensures course evaluations are closed at appointed time, as determined by Faculty Senate
5. Ensures lists of students who have completed evaluations are accessible to each instructor, or instructs supervisors where to find this information
6. Creates timetable for course evaluations to be released at the end of each term after grades have been posted and initiates program to contact Faculty that “results are available”
7. Coordinates with Director of Instructional Support to block instructors who are late submitting grades from viewing course evaluations, and also in releasing those blocks when grades are submitted

b. LMS Administrator

1. Confirms that D2L data is transmitted for semester evaluations, and
2. Collaborates with Course Evaluation Coordinator and instructional divisions to ensure updated supervisory database changes for each term

2. ACCESSING REPORTS FOR STUDENT EVALUATION OF INSTRUCTION

Supervisors of faculty and adjunct instructors will be able to directly access detailed reports from the course evaluation software, through D2L or via link sent in an email when results are available.

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