

PROCEDURE:

5.1.2p8. Student Course Evaluations

Revised: August 16, 2017; August 15, 2018; August 21, 2019; August 17, 2022; August 15, 2023

Last Reviewed: August 16, 2017; August 15, 2018; August 21, 2019, August 19, 2020; August 17, 2021; August 17, 2022; August 15, 2023

Adopted: September 21, 2016

I. **PURPOSE**

This procedure shall be utilized by Ogeechee Technical College as a guide for student course evaluations.

II. **RELATED AUTHORITY**

State Board Policy 5.1.2. General Program and Program Specific Standards

III. **APPLICABILITY**

This procedure applies to all credit courses at Ogeechee Technical College.

IV. **DEFINITIONS**

None.

V. **ATTACHMENTS**

Teaching Reflection
Teaching Action Plan

VI. **PROCEDURE**

Student Course Evaluations will be administered in the following manner:

- The evaluation period will be the same for all courses in a given term, with the exception of courses taught on high school campuses, which are often impacted by the high school calendar. The evaluation period will begin at the 80% mark of the course and will remain open for two weeks.
- All course evaluations will be administered online through student email and the Learning Management System.
- Faculty will strive to achieve a 75% or better response rate on evaluations.
- Evaluation results will be reviewed by faculty and academic deans at the end of each term. Evaluation results will not be shared with faculty until final grades have been submitted and processed.
- If a faculty member receives less than a 3.0 mean satisfaction rating in any evaluation category, the faculty member will complete a Teaching Reflection. The Teaching Reflection will be an informal written statement in which the faculty member identifies the evaluation category or categories below a 3.0 mean and discusses plans to address the concern(s). A Teaching Reflection will not be required if the class size is four students or less and one student's comments cause the faculty member to score below a 3.0 mean. The faculty member will

submit the Teaching Reflection to the Dean for Academic Affairs and will maintain the Teaching Reflection on file in the event that a Teaching Action Plan is needed.

- If a faculty member receives less than a 3.0 mean satisfaction rating in any evaluation category for two consecutive semesters, the faculty member will complete a Teaching Action Plan. The Teaching Action Plan will be a formal written statement that will outline a strategy to address the concern. The Teaching Action Plan will be submitted to the faculty member's dean. The plan will identify the evaluation category or categories below a 3.0 mean and define how the faculty member plans to address the concern(s).
- A copy of the Teaching Action Plan will be submitted to the Executive Vice President for Academic and Student Affairs for review.
- If subsequent course evaluations continue to indicate a weakness after completion of the Teaching Action Plan, the faculty member may be required to complete professional development to address the concern.

VII. RECORD RETENTION

All surveys, data, and reports in regards to course evaluations will be maintained in the Office of Institutional Effectiveness. Teaching Reflections and Teaching Action Plans will be maintained with the faculty and academic deans.