



Memorandum

Received in Academic
Senate
November 2, 2021

DATE: October 29, 2021

TO: Jocelyn Pacleb
Chair, Academic Senate

FROM: Soraya M. Coley, Ph.D.
President

SUBJECT: Response to Senate Report AS-2942-201-FA - Revision and Updating
of Policy 1329

On May 19, 2021, then Provost Alva and I met with the Academic Senate Executive Committee to discuss the revisions made to [Policy 1329](#). At that time, I communicated my approval to accept your recommendation to move student evaluations to a digital format. I approved the policy as currently written for on-line student evaluations from Fall 2021 through the winter intersession.

The other issue discussed was the revision to Policy 1329 that allows for the collection of qualitative comments from students that would be shared only with the faculty member. We agreed that using a digital format would necessitate a shift from the qualitative comment option to quantitative responses. We agreed to the importance of having student input that would remain in the file as it advanced to all review levels. And rather than retaining “open-ended” questions that were of concern to faculty, there would be a common set of “fixed response” items to solicit student feedback about their experience, which we all agreed is invaluable.

As you will also recall, a group of faculty members with expertise in the science of learning, psychometrics, and survey development, along with the recent graduated ASI Vice President and student representative to the Academic Senate, were tasked with developing a set of questions to be included in all faculty evaluations (see attached). Provost Alva was assisted by the Senate’s Vice Chair and Chair of the Psychology Department in identifying the faculty members. I am requesting that the Academic Senate re-visit the referral that includes the review of these quantitative items for inclusion in all course evaluations that advances with the file.

Thank you for this very important work and I look forward to seeing a revised version of Policy 1329, prior to the end of Spring 2022 semester.

Attachment: University Course Evaluations Items

Copy: Provost Levine
Deans
Associate Deans
Department Chairs
AVP Jill Hargis
AVP Laura Massa

Universal Course Evaluation Items

Category	Item Text
1. Safety/inclusion/sense of belongingness/class climate/student connectedness	The instructor demonstrated an effort to foster a welcoming and inclusive environment for all students regardless of social identities (for example, race, ethnicity, sexual orientation, disability, etc.).
	The instructor genuinely cares about their students' academic success.
2. Organization	The instructor presented the course in an organized and well-prepared manner
3. Learning outcomes	The instructor clearly addressed and communicated the course learning objectives.
4. Feedback on student work	The instructor provided timely feedback that benefited my learning

It was acknowledged that items 2 & 3 may already be included on current evaluation forms; items 1 & 4 were seen as vital to capturing student feedback about their experience.

Response scale for all items:

Students would respond to each item using the following scale text. Values would not be shown to students, but would be used to analyze course evaluation data.

Scale Text	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Assigned value	5	4	3	2	1