



**SUBJECT: COURSE FEEDBACK POLICY**

**REFERENCE: RULES OF THE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION  
SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**

**POLICIES: SCP 2218, Evaluation Process for Full Time Faculty, and  
SCP 2686, Promotion and Tenure Policy**

**1. PURPOSE**

The purpose of this policy is to establish responsibility and procedures for collecting student feedback on courses and for reporting this feedback to faculty members and administrators.

**2. SCOPE AND APPLICABILITY**

This issuance applies to all full-time faculty members and adjunct instructors of Southern West Virginia Community and Technical College.

**3. DEFINITIONS**

None

**4. POLICY**

A. The primary purpose of the course feedback form is to provide instructors with data regarding student perceptions of each course section that will be of value in improving teaching performance in future courses.

B. As a part of their efforts to improve teaching performance, division chairs, the chief academic officer, and the president may use these data in their evaluation of each faculty member's performance; applicants for promotion and/or tenure will also include these data in their application packets.

C. The statistical data collected and distributed will relate solely to instructors' performance in their own courses. The summary reports will include the results from each section taught, so that faculty members may compare results among different sections of the same course.

**5. BACKGROUND OR EXCLUSIONS**

None



6. **GENERAL PROVISIONS**

None

7. **RESPONSIBILITIES AND PROCEDURES**

- A. Course feedback forms for each course section will be administered on a date established by the chief academic officer after a minimum of sixty percent of the class meetings for traditional courses has been completed. For short-term courses of less than 15 weeks in duration, the division chair or campus director will work with the instructor to develop a date for the administration of the course feedback forms.
- B. The actual class period in which the course feedback forms will be administered will be determined in cooperation with the instructor in order to minimize disruption of class activities.
- C. For courses taught by full time faculty and adjunct faculty under the direct supervision of the division chair, the course feedback forms will be administered by a division secretary or—in the absence of the secretary—a designee of the division chair. This designee will be a regular employee of the College and will not be a currently enrolled student at Southern.
- D. For full time faculty and adjuncts teaching courses under the direction of the Boone/Lincoln and Wyoming/McDowell Campuses, either on or off campus, the campus director or his/her designee will administer the course feedback forms. The designee will be a regular employee of the College and will not be a currently enrolled student.
- E. The person administering the forms will remain in the room while the forms are completed and deliver them to the appropriate division chair, designated secretary, or campus director immediately after completion. Faculty members will leave their classrooms while the forms are being administered.
- F. The division chair, campus director, or designee will deliver the completed forms to Computer Services as soon as they are completed, but no later than two weeks prior to the last day of classes for that semester. After scanning the forms, Computer Services will return the original forms to the appropriate division chair or campus director. The division secretary or campus secretary will type any student comments for each course section at least one week prior to the end of the semester. For the Boone/Lincoln and Wyoming/McDowell campuses, the campus secretaries will forward the lists of student comments for adjunct faculty to their campus directors and will forward the comments for full-time faculty directly to the appropriate division chairs.



- G. For short-term courses, the division chair, campus director, or designee will deliver the forms to Computer Services as soon as they are completed.
- H. Computer Services will compile a summary of the data for each section of a course. The summary will include the number of students completing the form, and for each statement on the form both the number of students and the percentage of students responding under each category (Strongly Agree, Agree, Disagree, or Strongly Disagree) will be shown. These summaries will be sent from the Computer Services to the division chairs or—in the case of adjunct faculty on the Boone/Lincoln and Wyoming/McDowell campuses—to the campus directors no later than the last day of regularly scheduled classes before final exams begin.
- I. Summary reports of statistical data and written comments from the course feedback forms will be provided to faculty members and to the chief academic officer by the division chairs and the campus directors no later than the date established for submission of final grades to the Records Office.

8. **CANCELLATION**

None

9. **SIGNATURES**

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**Board Chair** **Date**

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**President** **Date**

**Attachments:** SCP-2220.A, Course Feedback Form

**Distribution:** Board of Governors (12 members)  
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Office of the Boone/Lincoln Campus Director  
Office of the Wyoming/McDowell Campus Director**

**Revision Date:**