NUMBER: ACAF 1.04

SECTION: Academic Affairs

SUBJECT: Student Evaluation of Courses

DATE: February 1, 1995

REVISED: November 11, 2014

Policy for: All Campuses
Procedure for: Columbia and Palmetto College Campuses
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Issued by: Office of the Provost

I. Policy

The University of South Carolina uses student feedback given in course evaluations as a means of improving teaching and of monitoring teaching for the purposes of tenure and promotion.

A. Each USC system campus shall have a comprehensive system of written student course evaluation for every course taught by the instructors on that campus, regardless of academic rank or tenure status of the instructor.

B. Courses evaluations are not required for courses in which there are fewer than five students enrolled.

II. Procedure

A. Procedures for Comprehensive Campuses

Each comprehensive campus should develop individual campus-based procedures to implement this policy.

B. Procedures for Columbia and Comprehensive Campuses

1. Required Course Evaluation Questions

Paper and electronic course evaluations must include the following questions relating to the basic responsibilities of every teaching faculty member.

The questions will be reviewed annually by the Office of Institutional Research and Assessment. The Office of the Provost will notify academic units as necessary when any revisions to the required questions have been made.

The format of the responses to these questions may vary to reflect the rest of the academic unit's course evaluation instrument, such as 2-answer (yes/no), 5-answer (Strongly Agree/Agree/Average/Disagree/Strongly Disagree), or other format as designated by the academic unit.

a. The instructor clearly stated the learning outcomes of the course.

b. The instructor clearly stated the method by which your final grade would be determined.

c. The instructor clearly explained any special requirements of attendance which differ from the attendance policy of the University.

d. The instructor graded and returned your written work (e.g., examinations and papers) in a timely manner.

e. The instructor met the class regularly and at the scheduled times.

f. The instructor scheduled a reasonable number of office hours per week.

g. Please indicate your satisfaction with the availability of the instructor outside the classroom. (In selecting your rating, consider the instructor's availability via established office hours, appointments, and other opportunities for face-to-face interaction as well as via telephone, e-mail, fax and other means).

h. If websites, Blackboard, or other Internet resources were a part of this course, to what extent did they enhance or detract from your learning experience in course? (Respond only if applicable)

2. Additional Required Course Evaluation Questions for -Distributed Learning Courses

If the academic unit offers <u>any</u> distributed learning courses, the following five questions must also be included in course evaluations of ***all*** regular and distributed learning courses for comparison purposes. Units may choose to exclude the following questions only if the unit does not offer any courses taught via distributed learning.

The questions will be reviewed annually by the Office of Institutional Research and Assessment. The Office of the Provost will notify academic units as necessary when any revisions to the required questions have been made.

The format of the responses to these questions may vary to reflect the rest of the academic unit's course evaluation instrument, such as 2-answer (yes/no), 5-answer (Strongly Agree/Agree/Average/Disagree/Strongly Disagree), or other format as designated by the academic unit

a. How satisfied were you with the opportunities to interact with other students in this course?

b. How satisfied were you with the opportunities to interact with the professor in this course?

c. How satisfied were you with the promptness of the feedback that you received in this course?

d. How satisfied were you with the technology support required in this course?

e. How satisfied were you with the opportunities to access library resources and library support services for this course?

3. Reporting Requirements

a. Results of each course evaluation will be shared with the instructor, but only after the final grades for the evaluated course have been submitted to the Registrar. The administrative head of each unit shall also retain a copy of the results of each course evaluation.

b. Academic units should forward a mathematical summary to the Office of Institutional Research and Assessment at the conclusion of each semester for purposes of meeting external reporting requirements and for sharing with appropriate University committees. Academic units that do not offer distance education courses should submit a mathematical summary for Questions 1.g and 1.h only. Academic units that do offer distance education courses should submit a mathematical summary for Questions 1.g., 1.h., and 2.a. - d.

III. Related Policies

See also:
University Policy ACAF 2.03 Creation and Revision of Academic Courses
USC Columbia *Faculty Manual*

IV. Reason for Revision

Non-substantive revision to update departmental name changes and system campuses name changes.