

COURSE EVALUATION AND REVIEW POLICY
Established May 2013 and Revised May 11, 2018

REVIEW / ASSESSMENT OF GRADUATE STUDIES COURSES

Student Evaluations of the Learning Experience

Student Evaluations were designed by Graduate Studies Operating Committee (GSOC) and the Graduate Studies Curriculum Committee (GSCC), and are administered using an online survey tool. Questions are specifically designed to give a full and complete evaluation of both the course and the individual members of the teaching faculty. Presently this questionnaire consists of 15 general questions and an assessment of each individual member of the teaching faculty. These questions are adjusted depending upon the nature and extent of the course. In the case of on-line courses, the student evaluation asks for feedback on the technology used in the course and the experience of the online classroom.

Survey of the Teaching Faculty

In addition to the ongoing Student Evaluations, a Survey of the Teaching Faculty involved in each course is also utilized. This survey is sent via email to each member of the Teaching Faculty for that course. Teaching Faculty are loosely defined as instructors that appear on a significant or repeated basis and contribute to the evaluation of students in some format [such as annual lecturers that provide questions for exams]. **The current survey consists of the following four questions.**

- Are you aware of any significant problems with this course?
- Do you have any suggestions that you think would significantly improve this course?
and/or
[For those who do limited teaching in the course.] Do you have any comments or concerns regarding your session?
- To what extent did students solicit help outside the classroom (by email or in person) with the material presented in your lecture(s)?
- Any other comments regarding this course?

Assessment of the Faculty Teaching

All new teaching faculty in a course must be evaluated by the course director or another appropriate faculty member. If any issues with a member of the teaching faculty arise from either the Student Evaluations or the Survey of the Teaching Faculty, that individual's teaching must be re-evaluated and, if necessary, a plan for quality improvement must be developed and implemented.

Completion of the Course Review by the Course Director

By two weeks after the conclusion of each semester, the Student Evaluation and the Survey of the Teaching Faculty are submitted to students and the faculty of each AMC Graduate Studies Course offered during that semester. [For courses that may not extend to the end of the semester, these assessments are done as close as possible to the final day of class.] One month (*with reminders*) is allocated for the completion of the Student Evaluation and the Survey of the Teaching Faculty.

As soon as the Student Evaluation and the Survey of the Teaching Faculty have been completed (no later than 1-month post semester end), they are forwarded to the Course Director for each AMC Graduate Studies Course. By two months after the conclusion of the semester (or end of the course), the Course Director is required to submit a Course Review / Assessment as described in the **Guidelines for AMC Graduate Studies Course Review / Assessment** (see below). This Course Review / Assessment is reviewed by GS Curriculum Committee (GSCC) along with the Student Evaluation and the Survey of the Teaching Faculty. These course materials are also made available to the appropriate Department Chair / Center Director and Department / Center Graduate Director.

All course reviews are forwarded to the Graduate Studies Operating Committee (GSOC) for an overall evaluation of that semester's Graduate Courses. Attention is focused on new courses and courses flagged by the GSCC as having problems. GSOC reviews occur during the normal GSOC meetings and are scheduled so that the Course Directors of new courses and/or courses with identified problems can attend the initial portion of the session in which their course is reviewed. Discussions and recommendations regarding new or flagged

courses are summarized in a Course Assessment Report that is sent to the Course Director, the appropriate Department Chair / Center Director and the Vice Dean for Academic Administration.

Discussions of issues associated with the assessment of Graduate Courses are summarized and presented to the Graduate Studies Executive Committee. Similarly, this information is brought forward to the Academic Quality Council (AQC) during the meeting when the Annual Graduate Student Satisfaction Survey (see below) is presented. Providing a package for the evaluation of the Graduate Studies Program at AQC.

Only courses with student enrollment of two or more are currently reviewed. Since courses with a single student (as can occasionally happen with a departmental elective course) are sometimes modified from their normal structure, single students are asked to briefly summarize their experience in a narrative statement. That statement and the teaching faculty input are provided to the Course Director and the Graduate Studies Curriculum Committee so that if it reoccurs, the single student format can be improved. This data is not moved forward to the other committees, unless this single student format is typical for this course.

GUIDELINES FOR AMC GRADUATE STUDIES COURSE REVIEW / ASSESSMENT

Graduate Studies Program - December 18, 2012

Provide course number and name, course director(s) name, term and year.

1. **Course Content:**
 - A. Does this course contribute to the stated graduation objectives?
 - B. Are the Course Learning Objectives clearly stated and met by the course?
 - C. Do the sessions meet their learning objectives?
2. **Methods of Teaching Used in this Course:** [What is the usual class size?]
 - A. What is the general structure of the course (lecture, lab, small group, etc.) and is it appropriate to the learning objectives?
 - B. What attempts are made to engage the students in the learning process?
3. **Course Assessment:**
 - A. How is learning assessed in this course?
 - B. Are there any changes suggested by student performance?
4. **Quality Improvement:**
 - A. Course directors/coordinators should reflect on the course dynamics, successes, and any needed improvements.
 - B. Review the trends from above. Are there any ongoing issues? Are there new concerns?
5. **Course Improvement Strategies:**
 - A. What do you as the course director/coordinator plan to do to make this course better, specifically in reference to identified concerns above?
6. **Course Outcomes / Improvements:**
 - A. From the previous review of this course: (*previous GS review will be provided with request for new review info*)
 1. Did you implement your strategies proposed in the previous review?
 - a) Describe any changes made and their impact on the course.
 - b) Did you achieve your stated outcomes?
 2. Do you think the course was improved as a result of this process?
7. **Course Administration:**
 - A. Are the resources adequate for this course faculty, room, technology, etc.
 - B. Does the course run smoothly - theme material available, faculty on-time and prepared, etc.
8. **Responses to Student Evaluations:**

General course questions from the student evaluations. If the responses to these questions meet the minimum criteria of 70% neutral to strongly agree no comment is required. If any questions do not meet these criteria they must be noted in this section and then specifically addressed in the strategies and outcomes sections.
9. **Responses to Comments from Student Evaluations:** (*This should be a summary, not a reiteration of the survey findings. It is not necessary to address every comment.*)
 - A. Provide comments on any trends that you notice in the students' responses.
 - B. Highlight any particularly helpful (or harmful) comments or suggestions from students.
10. **Responses to Teaching Faculty Comments on the Course:**
 - A. Address any concerns or suggestions for improvement from the teaching faculty survey.
11. **Attachments:**
 - A. Course Syllabus
 - B. Any other assessment of the course (by Center GEC, etc.) that may be appropriate.