

## Student Statement Process:

### **A. Preparing Student Statements:**

- 1) The following paragraph should either be printed on evaluation forms or read aloud by the faculty member or designated proctor when forms are distributed:

The faculty at Ithaca College values your response to the teaching of this course. Your perspective is important because it helps the course instructor to evaluate its effectiveness, to assess what worked and what did not, and to improve his or her teaching. Furthermore, student statement forms are a significant component in the review and evaluation of faculty. Hence, your thoughtful and professional responses are much appreciated. To facilitate this process, please do not converse with other students while the statements are being filled out. The professor teaching the course will not have access to student statements until after grades have been submitted to the Registrar. At no time will the faculty member see student identifying information.

- 2) For the sake of consistency and to minimize confusion for students, rankings should all follow the same form: the lowest (or most negative) ranking should be on the left and the highest (or most positive) ranking should be on the right. If numbers are used (e.g., a 1-5 scale), the lowest number should be the most negative and the highest should be the most positive. If words rather than numbers are used, again the most negative belongs on the left. E.g.:

Never Agree	Rarely Agree	Sometimes Agree	Usually Agree	Always Agree
1	2	3	4	5

- 3) All faculty members should be required to use the official departmental evaluation form for all departmental courses. If the faculty member chooses to write up his/her own additional questions, these should be put on a separate form.
- 4) Faculty members who are teaching courses for an interdisciplinary program that has its own required form, such as the Ithaca Seminar Program or the Honors Program, might consider also distributing their official departmental form, again for the sake of consistency within departments.
- 5) Departments making use of an online process should aim to attain at least an 80% return rate. Methods might include bringing students to the computer lab to fill out the forms where feasible; sending repeated reminders; and, after 2-3 unsuccessful reminders, informing professors which of their classes are below the 80% threshold so that they can nudge those classes. All of this must take place before classes have ended. Irrespective of the return rate, submitted student statements should be retained for use in faculty reviews—but faculty members or departments that find they are regularly falling below the 80% mark should be sure to take the steps above to try to improve that percentage.

### **B. Administering Student Statements. (Note: #3, 4 and 5 apply only to departments using paper rather than online forms.)**

- 1) All faculty members, regardless of rank, should distribute student statement forms in all classes, every semester – including online and experiential courses as well as traditional classroom courses.
- 2) Student statements should be administered at some point during the last three weeks of the semester. (In rare cases, this time frame might be altered to suit a class with an unusual structure.)
- 3) On the day that statements are to be filled out, faculty members should allow at least 15 minutes for students to fill out their forms, either at the beginning or the end of the class period.
- 4) The faculty member teaching the course must leave the room while student statements are being filled out.
- 5) Students should be left in the company of a designated proctor. The role of a proctor is to keep students on track and prevent their talking to one another as they fill out their statements, which can influence their responses. Proctors can be other faculty members, admins, TAs, student office assistants, or a reliable student in the class.

### **C. Processing, Reviewing and Storing Student Statements: (Note: #1 applies only to paper forms)**

- 1) When the forms have been filled out, the designated proctor or student should collect the forms, place them in an envelope, and deliver them to the administrative office of the relevant department, where they will remain housed.
- 2) Completed statements should be numbered by the administrative assistant after they have been filled out and before the faculty member receives them—for ease of reference during reviews and to help keep track of the submitted forms.
- 3) Faculty members may not see their student statement forms until they have submitted their grades and until the administrative assistant has numbered them. Once faculty have access to them, the originals must remain stored in the administrative office (or, if the paper forms are scanned and in the case of online forms, in secure departmental computer files) for six years, so that department chairs and members of the department's personnel committee can have access to them. Faculty members can keep digital or xeroxed copies of their statement forms for their own use.

Recommended by H&S Faculty Senate April 25, 2014

Recommendation accepted for implementation Fall 2014.