Pikes Peak State College (PPSC) Educational Procedure

EP 320 – Student Evaluation of Instruction

Originated:
Unknown

Revised:
January 2025
April 2016

References:
CCCS Policies & Procedures: BP 3-31 – Evaluation of Job Performance and SP 3-31 – Evaluation of Faculty Job Performance.
PPSC Strategic Plan 2023-2028: A New State of College

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I. Purpose:

In alignment with PPSC's mission to provide high quality educational opportunities to all, and the goal of continuous improvement, students are given the chance to provide feedback regarding their faculty/instructors as well as their courses.

II. Scope:

Each term (including the summer semester), PPSC students in all courses are provided the opportunity to evaluate faculty, instructors, and courses for continuous improvement.

III. Procedure:

After the withdraw date each term, students are asked to evaluate faculty, instructors and course materials by completing a survey. PPSC's course evaluation system software provides anonymity for students while providing aggregate data. The **confidential** evaluation forms are accessed online and integrated into our learning management system (LMS). Once all grades have been posted, the results are available to be reviewed by executive deans, associate deans, department chairs, and faculty/instructors to help plan for change and improvement.

1. **TIMELINES FOR PROCESSING STUDENT EVALUATIONS**

a. End-of-**course survey opening** is based on the course length. Surveys are open for at least 3 days, and longer for full-term semester courses. PPSC Course Evaluation Coordinator schedules emails to be sent to current student email accounts, notifying registered students that their courses are now available for evaluation. Students are directed to their learning management system (LMS) home page. An invitation email is sent the day of survey start, followed by reminders.
b. The **course evaluation closes** prior to the end of the course term. Faculty/Instructors can access a list of students who submitted a course evaluation prior to the end of the course.
c. **Course evaluation reports are released** by the Course Evaluation Coordinator after Institutional Effectiveness (IE) reports all grades have been submitted. Automated emails go to faculty/instructors and their supervisors notifying them of availability.

2. **ACCESSING STUDENT EVALUATION OF INSTRUCTION REPORTS**

Supervisors of faculty and instructors will be able to directly access detailed reports from the course evaluation software, through the LMS or via link sent in an email when results are available. Instructional divisions collaborate with course evaluation coordinator to maintain updated supervisory lists.

3. **C. SURVEY QUESTION REVISIONS**

a. Questions will be reviewed and revised on a regular basis (and at least every five years) reflecting the Strategic Goal cycle to ensure they are in alignment with current

educational practices and college goals. Additionally, up to four questions could be added to the survey that reflect new focus goals and college-wide initiatives related to students.

b. Initiation of the survey review can come from a variety of interested parties (e.g., vice president for instructional services, educational procedures (EP) committee, curriculum committee, dean leadership, faculty senate).

c. The educational procedures (EP) committee will create an ad hoc committee (inclusive of faculty) for the purpose of review and revision of the faculty and course evaluation survey questions.

d. The revised survey questions will be reviewed by faculty/instructors and the IE Office at the direction of the vice president for instructional services.

e. Survey questions must be reviewed and finalized by May 1st for use starting in the summer semester and the remainder of that academic year.

Current Questionaire

The first ten questions are about your instructor:

1. My instructor helped me engage with the course material.

- Strongly Agree (4)
- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

2. My instructor was well prepared for each class.

- Strongly Agree (4)
- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

3. My instructor communicated ideas and concepts clearly.

- Strongly Agree (4)
- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

4. My instructor organized this course well.
- Strongly Agree (4)
- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

5. My instructor demonstrated knowledge of the subject.
- Strongly Agree (4)
- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

6. My instructor facilitated productive classroom discussions and activities.

- Strongly Agree (4)
- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

7. The feedback from my instructor assisted my learning.

- Strongly Agree (4)
- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

8. My instructor was regularly available (e.g., responsive to email).
- Strongly Agree (4)
- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

9. My instructor encouraged an atmosphere of mutual respect.

- Strongly Agree (4)
- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

10. My instructor helped me feel that I belonged in this course.
- Strongly Agree (4)
- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

The next two questions are about the course:

11. Assignments helped me to learn the course content and skills.

- Strongly Agree (4)

- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

12. Course materials were useful in my learning and were relevant to this course.

- Strongly Agree (4)
- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

The next three questions give you an opportunity to provide specific feedback:

13. What has the instructor done that has been most helpful to your learning (e.g., teaching strategies, classroom or online activities, homework assignments)?
14. What additions or changes (to the course or instruction) would have improved your ability to learn?
15. Were there sufficient resources available to help you succeed in this course?

- Yes
- No
- Please comment:

The next four questions are about college-wide initiatives:

16. I had sufficient access to the technology needed (e.g., internet, computer) to succeed in this course.
- Strongly Agree (4)
- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

17. This course was available in my preferred format (classroom-based, online, or hybrid).

- Yes
- No
- Please specify your preferred format.

18. Lectures, readings, and/or group projects encouraged interactions among students with diverse backgrounds and identities (race, ethnicity, identity, socio-economic status, ability).
- Strongly Agree (4)
- Agree (3)
- Disagree (2)
- Strongly Disagree (1)
- N/A (0)

19. How much has this course helped you explore diverse viewpoints?
- Very much (4)
- Quite a bit (3)
- Some (2)
- Very little (1)
- N/A (0)

EP 320 Student Evaluation of Instruction 3.12.2025

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