GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: STUDENT COURSE EVALUATIONS

As part of GSC's College Assessment Program (CAP), all students are given an opportunity to complete evaluations at the end of every course and clinical. These evaluations may also be distributed periodically during the course as determined by the teaching team.

All efforts are made to protect the anonymity and confidentiality of individuals completing the evaluations.

The Department Chairs, the Director of Institutional Assessment, Research and Planning and the Assessment Committee analyze the results of these evaluations as part of GSC's objective of continuous improvement.

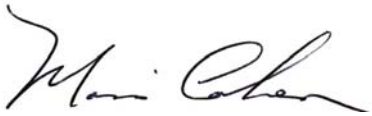
PROCEDURE: Most evaluations are administered electronically, using *Checkbox*.

For electronic administration:

1. Early in the semester, Department Chairs provide the Director of Institutional Assessment, Research and Planning with an outline of teaching responsibilities and timelines so that evaluations can be administered on a cycle that coincides with course and clinical end dates.
2. The Director of Institutional Assessment, Research and Planning prepares electronic evaluation forms. If changes are made (with approval of the Assessment Committee), the revised form is provided to the appropriate Department Chair for review.
3. The Director of Institutional Assessment, Research and Planning prepares class lists – with email addresses – and presents those to the appropriate Department Chair or faculty member to review for accuracy.
4. Students receive an email containing a link to the survey(s) for their course(s), clinical site(s) and instructor(s).
5. The survey link(s) remain active for two weeks.
6. Once a survey is closed, the Academic Secretary prepares the comments and a brief report of the [current] survey results.
7. At the end of a semester, the Academic Secretary enters the summary statistics into a report for each respective faculty member, course, and clinical site. These reports provide trending data by semester.
8. Once grades are posted, the reports are made available to faculty and staff. These reports are found at G:\EVAL\Evaluations (course, teaching, etc). Since review of the evaluation results is a significant element of semester planning, the goal is for this process to be completed before the start of the next semester.
9. Department Chairs are responsible for reviewing and discussing the results with faculty.

For paper and pencil administration:

1. As of AY 2009-2010, no evaluations are being administered in this manner.
2. The evaluation tool is distributed to students at the end of their rotation.
3. A student volunteer collects the forms and places them in an envelope which is then sealed and delivered to the Director of Institutional Assessment, Research and Planning or placed in the Director's mailbox.
4. The Director of Institutional Assessment, Research and Planning passes these clinical evaluations to the Academic Secretary, who scans the forms.
5. At the end of a semester, the Academic Secretary enters the summary statistics into a report for the respective faculty member and clinical site(s).
6. Once grades are posted, the reports are made available to faculty and staff. These reports are found at G:\EVAL\Evaluations (course, teaching, etc). Since review of the evaluation results is a significant element of semester planning, the goal is for this process to be completed before the start of the next semester.
7. Department Chairs are responsible for reviewing and discussing the results with faculty.

Approved By:  **Date:** 2/2/2010

Effective Date: 10/2009, 11/2/09

Review/Revision Dates: 12/01, 4/05, 9/08, 10/09, 11/2/09

Responsible Committee: Assessment Committee