

COURSE EVALUATION AND REVIEW POLICY

POLICY/PROCEDURE

Purpose: In order to increase subsequent program effectiveness and to assess participant satisfaction with each particular course, on-line evaluations will be solicited from all students at the end of each long semester (fall, spring). The main goal of the evaluations is to provide information to instructors about how effectively their teaching is encouraging student learning and to help them improve their teaching.

Course Evaluations: Evaluations are conducted the last two weeks prior to the exam week of each academic term (fall and spring). The GSBS office sends emails (including the direct link to websurveyor) to students requesting participation in the evaluations. Evaluations are conducted in such a way as to encourage a high rate of return and thoughtful responses from students. Evaluation results and comments are available to the instructor with no identifying information; therefore, all evaluations are completely anonymous and confidential. The GSBS office maintains a separate database to record who has submitted an evaluation so reminder email can be sent to the non-respondents. **Note:** Independent studies, thesis, dissertation, and research courses are not evaluated. Courses with enrollment of less than three are not released independently. They are merged with subsequent courses and released when there are 3 or more cumulative responses.

Course reviews: The course evaluation committee reviews student evaluations at the end of the Spring and Fall semesters. The committee chooses several courses each semester to conduct an in-depth review. During the in-depth review, each program is evaluated to determine whether:

- program content was timely and relevant
- course met the advertised objectives
- satisfaction with course materials
- satisfaction with meeting facilities
- time allocations were appropriate for the subject matter
- individual instructors were effective

Course evaluation committee: The course evaluation committee consists of one GSBS faculty from each program and 2 students. The positions are appointed by the GSBS Dean and serve 3-year terms.

Distribution of results: Results shall be reported according to the following guidelines:

Department chairs, program directors and course directors will receive only the evaluation summaries for the courses they oversee.

Faculty providing instruction in a course will receive their individual faculty evaluation along with the overall course summary.

Departmental coordinators will receive confidential copies to file 1) in the course file (required by SACS) and 2) in individual faculty files (for promotion and review)

Use of evaluations: The evaluations committee systematically reviews evaluation results to assess program effectiveness and inform, as appropriate, program directors and instructors of evaluation results and take steps to correct any deficiencies. Ongoing course evaluation helps identify potential areas for improvement, determines training effectiveness, and helps shape future curriculum and course updates.