

Thomas Boyd *email: tboyd@mines.edu* *Tel: 303-273-3020* *Fax: 303-273-3244*

TO: Dan Knauss, Faculty Senate President	DATE: March 20, 2015
CC: Ramona Graves, Mike Kaufman, Kevin Moore, Terry Parker, Vanessa Gonzalez, Dave Lee	
SUBJ: Senate Recommendations – Student Teaching Evaluations	
ENCL:	

Dan,

Thank you for providing Senate feedback on the AA Procedures Manual. I am working through revisions to the Manual that incorporate Senate suggestions.

As part of its Procedures Manual response, the Senate provided several suggestions – and asked several questions – related to student evaluations of classroom instruction. I wanted to respond to these suggestions and questions more formally. Please let me know if the Senate has any other questions, suggestions or points of clarification that I could provide related to student evaluations.

Specifically, the Senate recommended/asked the following:

- Senate Recommendation: Remove Procedures Manual reference to in-class completion of the evaluation.
 - AA Response: AA believes that in an effort to insure high rates of return of student evaluation responses it is important for faculty to provide in-class time to complete the evaluations. This being said, in response to the Senate recommendation, however, I have reworded the Procedures Manual to state that it is “recommended” that faculty provide in-class time for evaluation completion.
- Senate Recommendation: Reduce time period during which evaluations can be completed from three weeks to the final week of classes.
 - AA Response: Procedures Manual has been changed to reflect this Senate recommendation. Starting in Spring, 2015 access to student evaluations will be opened to students on the Friday before Dead Day, and closed at the end of Dead Day. AA will monitor student response rates for the Spring semester and, if these drop dramatically from previous semesters, will work with the Senate to re-evaluate the time frame over which student evaluations are open.
- Senate Recommendation: Allow student evaluations in all classes, even those with low enrollment.
 - AA Response: There is no impact on this recommendation to the Procedures Manual. Starting Spring, 2015, however, in response to this recommendation AA will open up electronic evaluations to all classes, regardless of class size.
- Senate Concern: Senate expressed concern regarding access to written commentary associated with classroom evaluations. AA has conferred with CCIT to understand the process/system, and with regard to specific Senate concerns I can provide the following responses:
 - Senate Query: Who has access to the written commentary provided by students?
 - AA Response: The person evaluated (instructor or TA) has the ability to view all responses about themselves. As currently configured, everyone in the hierarchal reporting chain above this person also has access to view these responses.

- Senate Request: Faculty should be provided the opportunity to expunge comments that are inflammatory, personal or retaliatory.
 - AA Response: It is not possible to selectively delete individual comments. Without knowing the name of the student who submitted the offending commentary, it is only possible to remove all commentary associated with a course, this, however, will also remove all responses for the course including responses to questions 1 through 11 and all commentary.
- Senate Query: How are evaluations made available to students or the public?
 - AA Response: Summaries of the course evaluations are provided to the Library at the beginning of the semester following the course offering. These summary data do not include any commentary.