

COURSE EVALUATIONS

STUDENT PERCEPTION OF COURSES AND INSTRUCTORS

The Florida State University Faculty Senate requires the use of the Student Perception of Courses and Instructors (SPCI) course evaluation instrument adopted on November 14, 2012. Quantitative summaries are a Public Records document per Section 1012.91(4), Florida Statutes.

1. The terms used in the Policy are defined as follows:
 - 1.1. "Individual report" means a report containing response data for a single course.
 - 1.2. "Quantitative summary report" means a report containing response data for quantitative questions (questions where response options range from 1-5 strongly disagree to strongly agree)
 - 1.3. "Report" means a .pdf or excel file containing SPCI response data.
 - 1.4. "Summary report" means a report containing aggregated response data for quantitative questions (questions where response options range from 1-5 strongly disagree to strongly agree.)
 - 1.5. "Written comments" means student provided text-based feedback from free response questions.
2. All courses must be evaluated, with the following **exceptions**:
 - 2.1. **Course type**: Dissertation, thesis, internship, individual instruction, independent study, practicum, or field work.
 - 2.2. **Term**: Summer
 - 2.3. **Enrollment**: Courses with fewer than 5 students enrolled unless that course is combined with other sections resulting in a total enrollment of 5 or more.
 - 2.4. **Teaching Load**: Less than 25% for courses taught by multiple instructors.
3. Course Evaluation Procedures
 - 3.1. The default survey instrument is the Electronic Student Perception of Courses and Instructors (eSPCI), used at Florida State since fall 2013.
 - 3.2. Course evaluations will be conducted online using course evaluation software licensed through the university and subject to a formal agreement to secure the privacy and anonymity of protected information.
 - 3.3. The course evaluation survey window shall be open during the last two weeks of classes.
 - 3.4. Colleges and departments should designate a course evaluation coordinator responsible for accessing the online course evaluation software to bundle and/or remove low enrollment sections from the software each term.
 - 3.5. To be evaluated, instructors must have an active appointment in the university's human resource management system.

- 3.6. Evaluations can be requested for any course instructor or teaching assistant listed in the registrar's course schedule master.
- 3.7. The Office of Digital Learning will publish the course evaluation timeline and deadlines for course evaluation requests on its website.
- 3.8. Instructors may provide time during class for students to complete surveys by indicating a class survey proctor (e.g. who will keep time).
 - 3.8.1. The instructor or teaching assistant may not be present in the room while students complete the online surveys.

4. Survey Reports

- 4.1. Instructors may access individual reports via the online survey system on the day following the close of grade rosters.
- 4.2. Designated department officials will have online access to individual reports on all courses taught in their academic department.
- 4.3. Deans will have online access to all individual reports on all courses taught in their school or college.
- 4.4. The Office of the Provost will have online access to a collection of summary reports as well as all individual reports on all courses.

5. Access to Data

5.1. Instructors

- 5.1.1. Instructors have online access to quantitative data and written comments submitted in online evaluations, except for courses with fewer than 5 students. Instructors will not be able to access data for these courses unless they are combined with other sections for a total enrollment of 5 or more.
- 5.1.2. Only instructors have access to written comments.

5.2. Academic Department Officials

- 5.2.1. Department chairs have online access to all reports for courses taught in their department as well as summary reports at the department level.

5.3. Administrative Officials (Provost, Deans)

- 5.3.1. The Office of the Provost and all university deans have online access to individual reports and summary reports.

5.4. General Public

- 5.4.1. According to Florida Sunshine law, the general public has access to quantitative summary reports of all evaluated courses.
- 5.4.2. Online access through a Public Reporting Portal that allows searching of reports by term, course, and instructor is available for all course evaluations starting fall 2003.