COURSE EVALUATIONS
STUDENT PERCEPTION OF COURSES AND INSTRUCTORS

The Florida State University Faculty Senate has mandated 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. All courses must be evaluated, with the following exceptions:
   1.1. **Course type:** Dissertation, thesis, internship, individual instruction, independent study, practicum, or field work.
   1.2. **Term:** Summer
   1.3. **Enrollment:** Fewer than 10 for undergraduate courses and less than 5 for graduate courses; course evaluations may not be ordered for sections with enrollment fewer than 5 unless sections are combined for evaluation to result in a total enrollment of 5 or greater.¹
   1.4. **Teaching Load:** Less than 25% for courses taught by multiple instructors.

2. **Course Evaluation Procedures**
   2.1. The default survey instrument is the Electronic Student Perception of Courses and Instructors (eSPCI), used at Florida State since fall 2013.
   2.2. Course evaluations will be conducted online using Watermark Course Evaluations and Surveys (WCES) course evaluation software.
   2.3. The course evaluation survey window shall be open during the last two weeks of classes.
   2.4. Colleges and departments should designate a WCES coordinator responsible for accessing WCES to bundle and/or remove low enrollment sections from the software each term.
   2.5. An FSUID user account is mandatory for instructors to be evaluated.
   2.6. Evaluations can be requested for any course instructor or teaching assistant listed in the registrar’s course schedule master.
   2.7. The Assessment & Testing unit of the Office of Distance Learning will publish the course evaluation timeline and deadlines for course evaluation requests on its website.
   2.8. Instructors may provide time during class for students to complete surveys by indicating a class survey proctor.
       2.8.1. The instructor or teaching assistant may not be present in the room while students complete the online surveys.
       2.8.2. Students should be given no less than 15 minutes for survey explanation and completion.

3. **Survey Reports**
   3.1. Instructors may access individual reports via the online survey system on the day following the

¹ NOTE: Due to the university’s transition to fully online course evaluations in the spring of 2022, departments no longer need to order evaluations. The course evaluation software automatically generates evaluations for all courses except those listed in section 1.1 above. If an instructor would like the ability to view evaluations for a course under the enrollment threshold, the departmental coordinator is responsible for combining low-enrollment courses (fewer than 10 for undergraduate and 5 for graduate) to meet the threshold.
close of grade rosters.

3.2. Designated department officials will have online access to individual reports on all courses taught in their academic department.

3.3. Deans will have online access to a collection of university-wide summary reports as well as all individual reports on all courses taught in their school or college.

3.4. The Office of the Provost will have online access to a collection of summary reports as well as all individual reports on all courses.

4. Access to Data

4.1. Instructors

4.1.1. Reports show frequency analysis of all quantitative data.

4.1.2. Written comments submitted in online evaluations are only accessible to the instructor.

4.2. Academic Department Officials

4.2.1. Department chairs have online access to all reports for courses taught in their department as well as summary reports at the department, college, and university level.

4.3. Administrative Officials (Provost, Deans)

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

4.4. General Public

4.4.1. According to Florida Sunshine law, the general public has access to quantitative summary reports of all evaluated courses.

4.4.2. Online access through a non-secure website that allows searching of reports by term, course, and instructor is available for all course evaluations starting fall 2003.