

Recommendations for Faculty  
Administering YSU  
“Student Course Feedback” Surveys  
(Formerly Student Evaluations of Teaching)

New, Fall 2024

Passed by Academic Senate Feb. 2024

# **In a Face to Face or Online Synchronous Course**

Set aside class time—whenever possible—for the completion of the survey.

- Ideally, select that last ten minutes of a class session to ensure participation.
- According to Berk (2013) your student response rate should be 70% or higher for summative faculty evaluation, if combined with other sources of information such as a teaching portfolio, chair observation, etc.
- Because our institutional response rate is lower (around 50%) after moving to online student feedback, academic senate approved the process of returning to the in-class method we used several years ago to improve those response rates.

# The Goal: To Give Students Voice and Strive for Improvement

- Encourage the truth.
  - Do not use incentives (food, extra credit) for students to complete evaluations. It's unethical to (even if tempted) attempt to sway your students to be kind or positive.
- Standardize the process to reduce bias.
  - Instruct students how to locate your course survey from their devices via email or blackboard.
  - Stress the importance of reading the survey directions.
  - Ask students to refrain from discussing their responses with others; this is a personal and private way to express thoughts individually. Emphasize that every student's voice is important and valued.
  - Excuse yourself from the room for the remainder of the period.

# In Asynchronous Courses

Considerations:

- Try to replicate as much of the above as possible.
- Create a short video to go over where to locate the survey, and follow its directions (and/or)
- Write brief instructions in an announcement to students explaining the survey's location and importance.

# In Future Semesters, Consider Implementing an Anonymous Mid-Semester Survey

- Midterm assessments can boost end of the semester scores.
  - You could use the same items found in the YSU survey or design your own questions.
  - One popular midterm survey is “What would you like me to stop, start, and continue?” where students simply offer their thoughts on those three prompts.
- Consider student responses then discuss student answers with your class.
  - demonstrate your interest in ensuring a good course experience.
  - If you can't or aren't willing to adjust something about the course, explain why.
  - If you can make adjustments based on reasonable requests, your willingness to listen and be flexible will be appreciated.
  - Changes might just make future semesters better for everyone.

# Iterative Improvements to the Survey

- The ITL is enlisting assistance from the YSU Math Department to conduct (aggregate) data analysis on survey items in the spring.
  - Item analysis
  - Factor analysis
  - Reliability
- As always, we are open to your feedback as well.
  - [See the new survey items here.](#)
  - Contact me with any questions: [clwecht01@ysu.edu](mailto:clwecht01@ysu.edu)