

TO: Faculty Teaching Spring 2015: Full Term, Twelve Week and Second Term Eight Week Courses

FROM: Tricia Leggett, DHEd., Director Institutional Effectiveness and Planning

DATE: April 13, 2015

SUBJECT: **STUDENT OPINION OF INSTRUCTION SURVEY**
For Full Term, Twelve Week and Second Term Eight Week Courses

Students' opinions are integral to our efforts to improve instruction at Zane State College. Instructors have obtained valuable insight from the thoughtful observations of sincere students. Please read the following guidelines and inform your students of the proper procedures. **It is crucial for each faculty member to review the packets to ensure you have the correct courses to be surveyed. If there is a discrepancy, please contact me IMMEDIATELY so the correct forms can be created and delivered to you.**

The survey will be administered from April 15 through May 9, 2015. Courses that are face to face or hybrid will be surveyed with the paper forms included in your packets. Courses that are fully online will have the survey administered online via a Blackboard link. Students will receive periodic reminders until they complete the survey.

PLEASE REVIEW THIS COMMUNICATION SO YOU CAN PROVIDE ANSWERS TO YOUR STUDENTS IF THEY SHOULD ARISE.

1. Introduce the survey by emphasizing its positive uses:
 - Helps you (the instructor) to identify the successful aspects of your teaching methods.
 - Helps you to identify the weaker aspects of your instruction on which to make improvements.
 - Helps assist with College-wide faculty development.
2. Emphasis that the student's opinions **CANNOT** harm their grade since you will not see them until after you have submitted their final grades.
3. **Explain the mechanics of the survey. This is imperative for accurate data collection!**
 - Students will utilize a Scantron form to complete the survey. They need to use blue or black ink pen, but **NO** felt tip marker, differently colored ink, or pencil. The Scantron machine cannot process the forms using a felt tip or ink other than blue/black. Students enrolled in fully online (web based) courses will receive their survey online via a link through Blackboard.
 - To correctly mark an answer, students need to make an "X" in each of the boxes. They do **NOT** completely fill in the box unless they are changing their answer selection. If a student changes his/her answer selection, he/she needs to completely fill in the wrong answer box and then place an "X" in the appropriate answer box.
 - Short answer questions need to be contained within the textbox. Any answers outside of the box will not be recognized by the Scantron reader. Reinforce they write the short answer firmly with a pen and **NOT** pencil.
 - Please remind students to answer **ALL** questions and leave nothing blank. This also affects the analysis of the test questions. For the distance education courses, there is a choice of "Does Not Apply" and they should mark accordingly.
4. When distributing the Scantron forms, please review the course and section numbers. If a course has multiple sections, please make sure that the appropriate students in each individual section are completing the form. Each Scantron has a barcode that is uniquely linked to individual sections, so it is imperative the correct students are completing the correct survey. Approximately two weeks after the end of the term, you and your Division Dean will have access to the results of your course results.

5. Faculty members should leave the room upon administration of the survey so students feel comfortable completing the survey with anonymity. Upon completion of the survey, please ask one student to place them all in the brown manila envelope and seal it. Change the name and office on the label on the outside of the envelope to Tricia Leggett in ASTC A136 prior to distribution and collection. After completion of the survey, please have students deliver to my office or place in intercampus mail. **PLEASE DO NOT TAKE SURVEYS OFF CAMPUS OR REVIEW THEM.**
5. Please do NOT staple or paper clip the forms or fold them. This causes problems when they are run through the scanner during the data collection process.
6. Each faculty member will receive an email with a PDF report for his/her courses selected to be surveyed approximately two weeks after the end of the term.

Please contact Dr. Tricia Leggett ext. 1271, if you have any questions regarding this procedure.

SAMPLE

Class Climate	Student Opinion of Instruction for Faculty Members QR	
Scantron	Emily Baldys	
ANS (Arts and Sciences)	Composition I (ENGL 1500-07_Pf15)	

Mark as shown: Please use a ball-point pen or a thin felt tip. This form will be processed automatically.
 Correction: Please follow the examples shown on the left hand side to help optimize the reading results.

1. Instructor Effectiveness

- | | <i>Strongly Agree</i> | <i>Agree</i> | <i>Disagree</i> | <i>Strongly Disagree</i> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1.1 The course content followed the objectives listed on the posted course syllabus. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 The course included activities to apply important concepts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 Adequate resources were provided to enhance understanding of course content. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 The Blackboard site for this course was organized and easy to use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5 Examinations covered content outlined in the course objectives. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6 The instructor helped me identify important course content. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7 I was able to contact the instructor outside of class. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8 I received prompt feedback on my performance in this course. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9 The instructor provided the support I needed to be successful in this course. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10 The instructor helped me appreciate the importance of the subject. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11 The instructor encouraged diverse perspectives on course content. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.12 The positive course environment contributed to my learning. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.13 The course included activities that improved my study skills. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.14 The course materials were covered in a logical and organized fashion. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.15 Please identify the strengths of this course or suggestions for improvement. | | | | |

1.16 Please provide any additional comments you have about this course or the instructor's teaching.



2. Student Learning

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
2.1 This course helped me understand ideas and information in new ways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 This course required me to utilize search strategies to gather relevant sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 This course improved my ability to think critically and solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 This course provided opportunities for me to learn effectively on my own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 I was encouraged to ask insightful questions and contribute to class discussions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 The use of computer and other technologies contributed to my learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 This course improved my ability to write clearly and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 This course improved my ability to speak clearly and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 This course provided opportunities for me to learn through collaboration with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Distance Education Courses

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Does Not Apply</i>
3.1 I was adequately prepared for the responsibilities of an online course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 I understood when assignments were due, how to submit them, and when to expect a response from the instructor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Adequate technical support was provided for my learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 I would be interesting in taking another fully online or blended course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Please explain why you would or would not be interested in taking a distance education course.					



SAMPLE

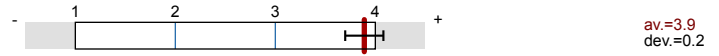
Tricia Leggett

Preparation for Role Transition (RADT 2990)
No. of responses = 3

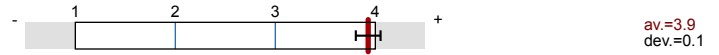
Overall indicators

Global Index

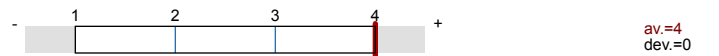
1. Instructor Effectiveness



2. Student Learning



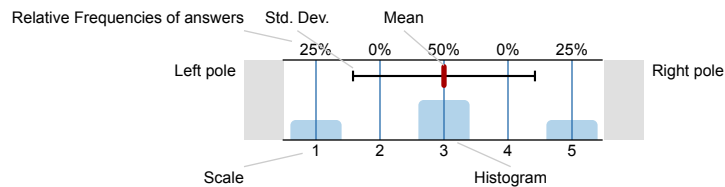
3. Distance Education Courses



Survey Results

Legend

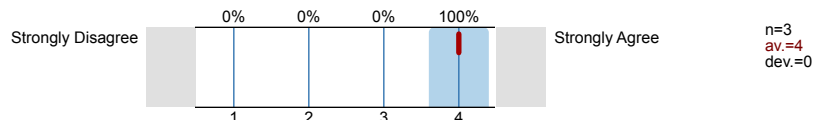
Question text



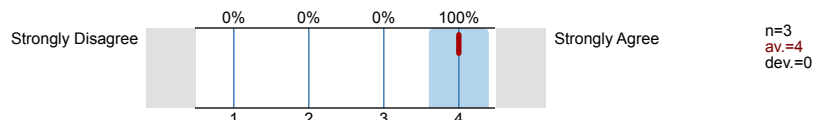
n=No. of responses
av.=Mean
dev.=Std. Dev.
ab.=Abstention

1. Instructor Effectiveness

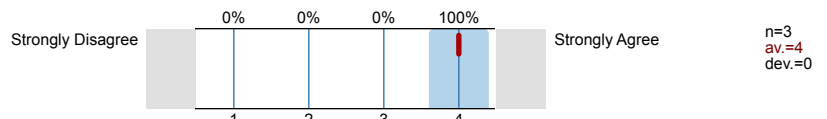
1.1) The course content followed the objectives listed on the posted course syllabus.



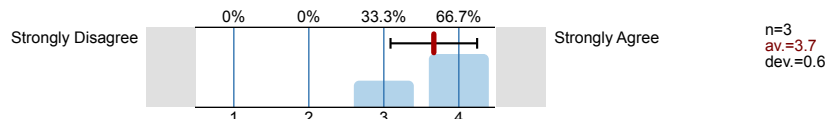
1.2) The course included activities to apply important concepts.



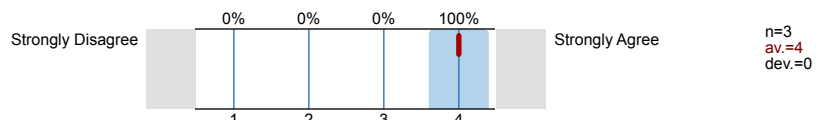
1.3) Adequate resources were provided to enhance understanding of course content.

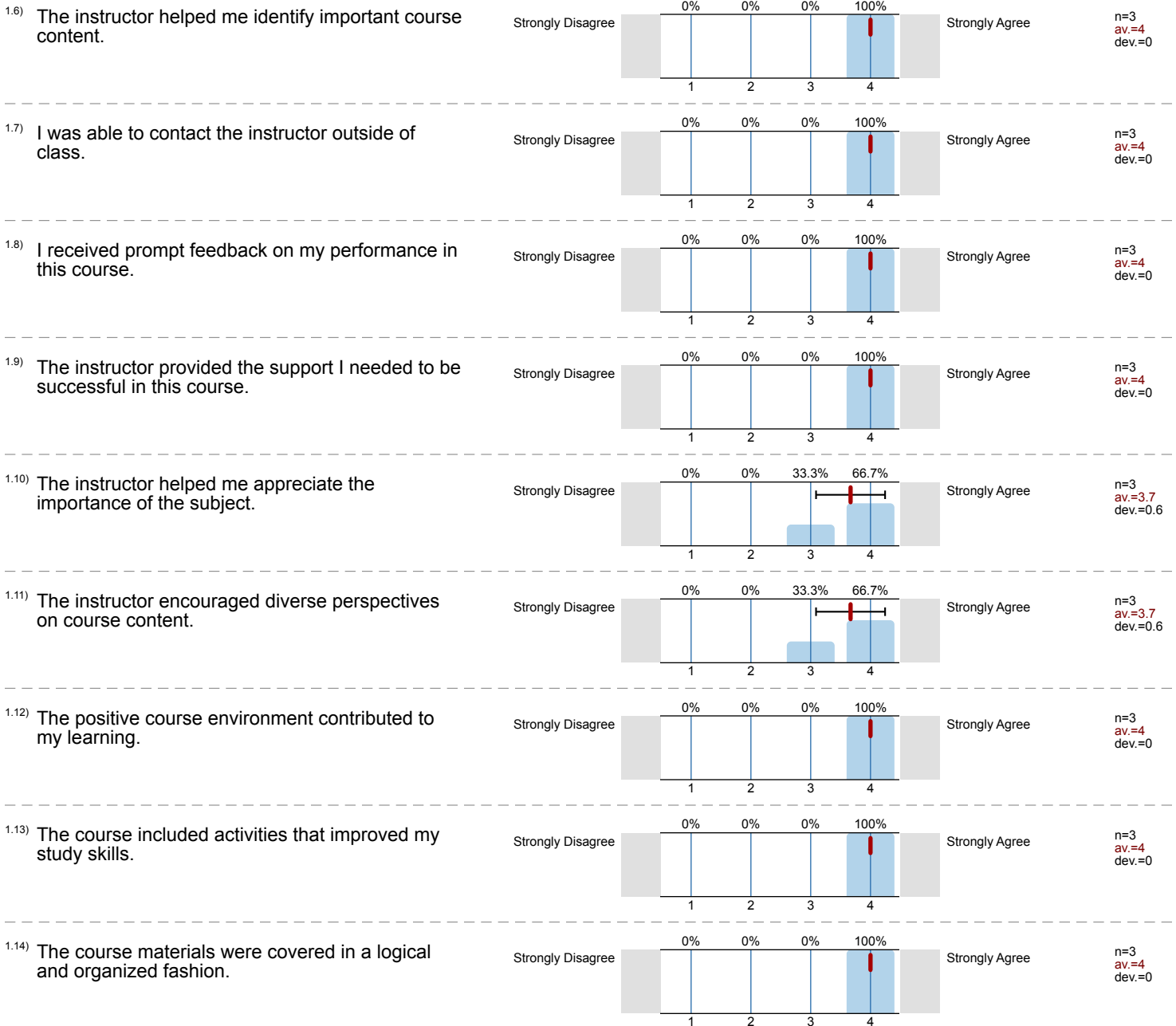


1.4) The Blackboard site for this course was organized and easy to use.



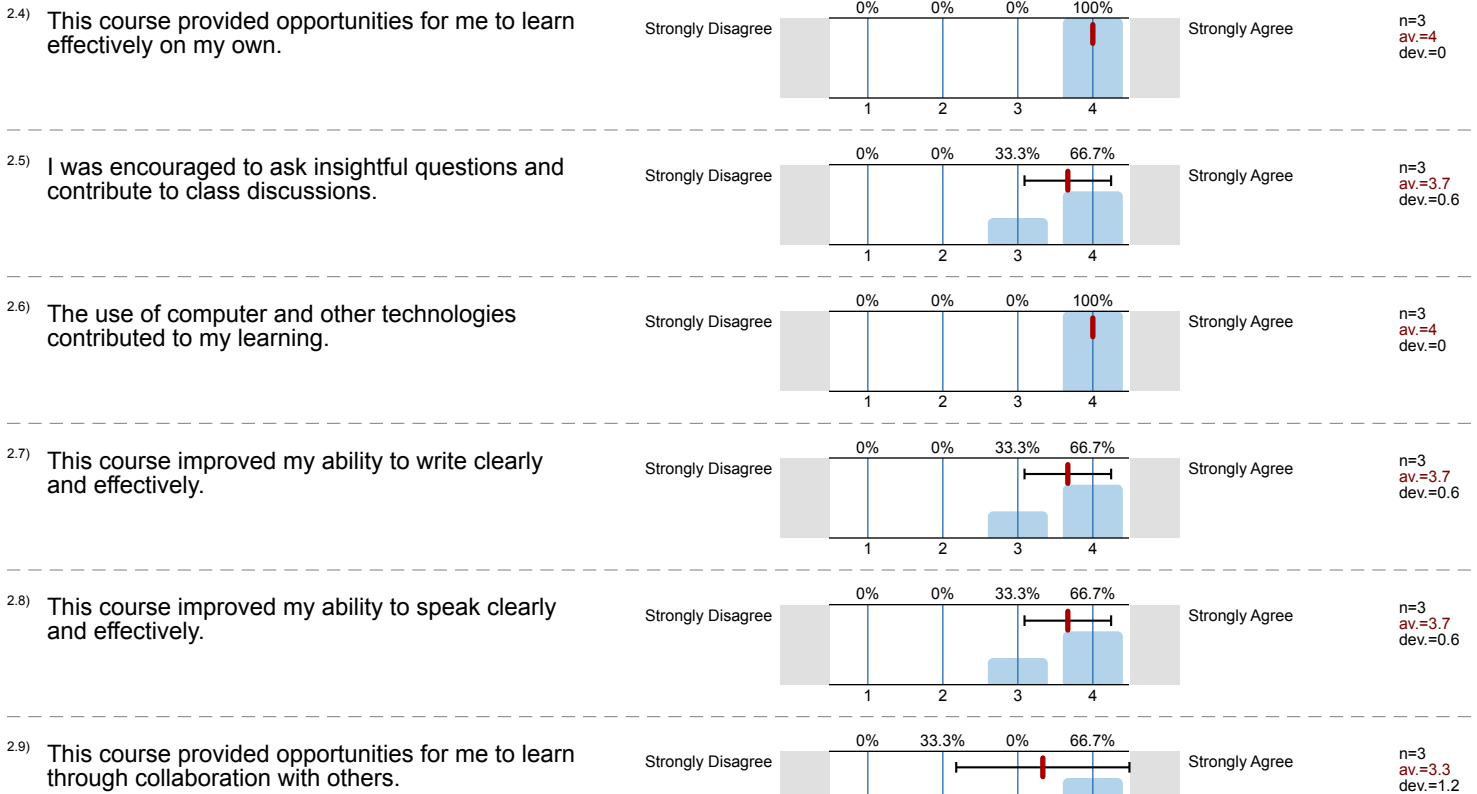
1.5) Examinations covered content outlined in the course objectives.



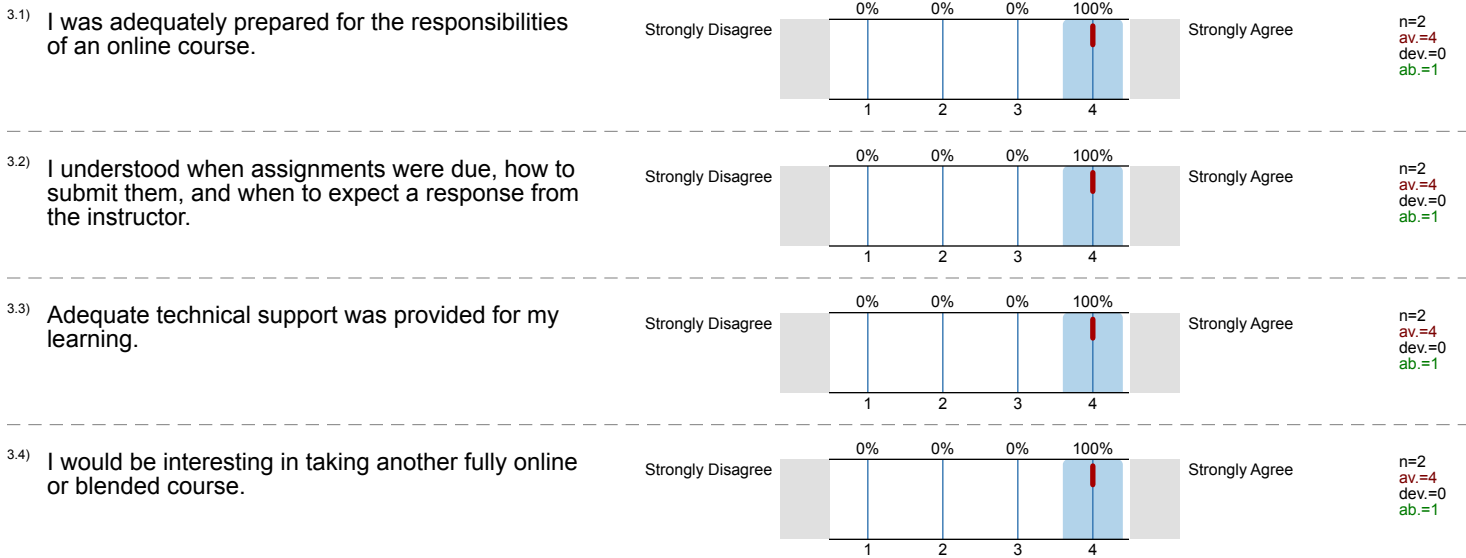


2. Student Learning





3. Distance Education Courses



Profile

Subunit: EHBS (Education, Health and Behavioral Services)
 Name of the instructor: Tricia Leggett
 Name of the course: Preparation for Role Transition
 (Name of the survey)

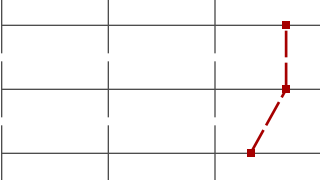
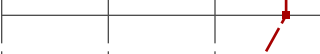

Values used in the profile line: Mean

1. Instructor Effectiveness





1.1) The course content followed the objectives listed on the posted course syllabus.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0
1.2) The course included activities to apply important concepts.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0
1.3) Adequate resources were provided to enhance understanding of course content.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0
1.4) The Blackboard site for this course was organized and easy to use.	Strongly Disagree					Strongly Agree	n=3	av.=3.7	md=4.0	dev.=0.6
1.5) Examinations covered content outlined in the course objectives.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0
1.6) The instructor helped me identify important course content.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0
1.7) I was able to contact the instructor outside of class.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0
1.8) I received prompt feedback on my performance in this course.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0
1.9) The instructor provided the support I needed to be successful in this course.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0
1.10) The instructor helped me appreciate the importance of the subject.	Strongly Disagree					Strongly Agree	n=3	av.=3.7	md=4.0	dev.=0.6
1.11) The instructor encouraged diverse perspectives on course content.	Strongly Disagree					Strongly Agree	n=3	av.=3.7	md=4.0	dev.=0.6
1.12) The positive course environment contributed to my learning.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0
1.13) The course included activities that improved my study skills.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0
1.14) The course materials were covered in a logical and organized fashion.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0

2. Student Learning

2.1) This course helped me understand ideas and information in new ways.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0
2.2) This course required me to utilize search strategies to gather relevant sources.	Strongly Disagree					Strongly Agree	n=3	av.=3.7	md=4.0	dev.=0.6
2.3) This course improved my ability to think critically and solve problems.	Strongly Disagree					Strongly Agree	n=3	av.=3.7	md=4.0	dev.=0.6
2.4) This course provided opportunities for me to learn effectively on my own.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0
2.5) I was encouraged to ask insightful questions and contribute to class discussions.	Strongly Disagree					Strongly Agree	n=3	av.=3.7	md=4.0	dev.=0.6
2.6) The use of computer and other technologies contributed to my learning.	Strongly Disagree					Strongly Agree	n=3	av.=4.0	md=4.0	dev.=0.0

2.7) This course improved my ability to write clearly and effectively.	Strongly Disagree		Strongly Agree	n=3	av.=3.7	md=4.0	dev.=0.6
2.8) This course improved my ability to speak clearly and effectively.	Strongly Disagree		Strongly Agree	n=3	av.=3.7	md=4.0	dev.=0.6
2.9) This course provided opportunities for me to learn through collaboration with others.	Strongly Disagree		Strongly Agree	n=3	av.=3.3	md=4.0	dev.=1.2

3. Distance Education Courses

3.1) I was adequately prepared for the responsibilities of an online course.	Strongly Disagree		Strongly Agree	n=2	av.=4.0	md=4.0	dev.=0.0
3.2) I understood when assignments were due, how to submit them, and when to expect a response from the instructor.	Strongly Disagree		Strongly Agree	n=2	av.=4.0	md=4.0	dev.=0.0
3.3) Adequate technical support was provided for my learning.	Strongly Disagree		Strongly Agree	n=2	av.=4.0	md=4.0	dev.=0.0
3.4) I would be interesting in taking another fully online or blended course.	Strongly Disagree		Strongly Agree	n=2	av.=4.0	md=4.0	dev.=0.0

Comments Report

1. Instructor Effectiveness

1.15) Please identify the strengths of this course or suggestions for improvement.

you must write outside 1.
for the comments
to all be seen on the

- GREAT!
- It's great!

1.16) Please provide any additional comments you have about this course or the instructor's teaching.

na ha ha

- Instructor rocks!
- None

3. Distance Education Courses

3.5) Please explain why you would or would not be interested in taking a distance education course.

I am not motivated enough to do online
courses.

- Great!