

## Student Evaluation of Courses & Teaching Effectiveness

Domain/Division:	Faculty / Evaluation	Index	60-03.02
Responsible Unit(s) <sup>1</sup> :	Office of Academic Affairs	Page:	1 of 2
		Attachments:	2

Authorization Date: July 1996

☒ If checked, policy requires Faculty Council Approval. Most recent approval date: March 7, 2011

**Review History: Includes Effective Date, Review and Revision History:**

July 1996: Policy Originated

Spring 2008: Reviewed by SON Academic Affairs

Summer 2008: Revised by SON Office of Academic Affairs

Spring - Summer 2010: Revised by SON Phase II Course Evaluation Task Force & Office of Academic Affairs

November 2010: Presented to SON Faculty Council

March 2, 2011: Reviewed & approved by SON Phase II Course Evaluation Redesign Task Force

March 7, 2011: Approved by OHSU SON Faculty Council

April 5, 2012: Subscale revisions approved by Joint Phase I & Phase II Task Force Members

April 27, 2015: Administrative update of course titles and procedures related to BLUE including updates to Attachments A and B.

Approved in Academic Council.

**POLICY STATEMENT:**

Courses offered for academic credit must be evaluated by students each term. Students will be electronically notified of the availability of Course and Teaching effectiveness Evaluations. Evaluations are open 7 days prior to the official end of the academic term and close 10 days post the end of the academic term.

The following courses are excluded from the course evaluation and teaching effectiveness evaluation(s), all other courses are included in the quarterly evaluation:

- NRS 305/405: Reading and Conference
- NRS 307/407: Seminar
- NURS 505/605/705: Reading and Conference
- NURS 601: Research Practicum
- NURS 603: Doctoral Dissertation
- NURS 703: DNP Project
- NURS 709: Advanced Nursing Practice Practicum
- NURS 790: DNP Practicum

Only faculty with a minimum of 5 contact hours assigned to a course will be listed as faculty of record for a course.

<sup>1</sup> The Chair of the Faculty Committee/Council or Official Administrative Unit responsible for oversight

Guest speakers/lecturers, faculty that cover an occasional course session, or faculty with less than 5 hours of student contact in a single course, are not considered faculty of record. The primary faculty of record for the course may use a guest lecturer assessment as appropriate for visiting faculty.

At the end of each academic term, appropriate administrators will receive aggregate Teaching Effectiveness results to be reviewed with individual faculty as necessary. Additionally, appropriate administrators and faculty governance councils will review the aggregate Course Evaluation report(s) and councils will request faculty to provide a written response using the *Course Evaluation Response Form* if: Mean course evaluation subscale is 4.0 or lower (1 = Strongly Disagree to 6 = Strongly Agree); and Student response rate is at least 60%.

Attachment A includes the SON Course & Teaching Effectiveness and rating scales.

Related Policies: OHSU CAP Policy, Student Evaluation of Teaching: 0-02-0612.

<b>IMPLEMENTING PROCEDURES:</b>	
<b>Responsible Party:</b>	<b>Action:</b>
Office of Academic Affairs	Validates the quarterly schedule to ensure courses and faculty of record information is correct prior to launching course evaluations.
OHSU Academic Technology	<p>Opens BLUE course evaluations 7 days prior to the end of the academic term and sets the close date to be 7 days post the official end of the academic term.</p> <p>The BLUE system automatically notifies students that the course evaluation system is open and sends three reminder emails.</p> <p>At the close of course evaluations, the BLUE system automatically generates emails to faculty and supervisors who have course reports waiting to be reviewed.</p> <p>OHSU Teaching and Learning Center creates snapshot Director's reports which include quantitative evaluation results for all courses in the school and sends them to the Office of Academic Affairs, as well as to the Dean and Provost. Curriculum council chairs are sent a similar snapshot report for the courses within their purview. These reports include a summary of course evaluation results for each course.</p>
Office of Academic Affairs	<p>SON Office of Academic Affairs receives access to all reports as follows:</p> <p><u><i>Course and Teaching Departmental Reports, Course and Teaching Effectiveness Reports, Individual Teaching Reports</i></u></p> <p><u><i>Departmental Snapshot Reports (Course Evaluations Only)</i></u> See complete distribution list in Attachment B.</p>
Faculty	Once notified of the availability of results, faculty are responsible for

the retrieval and retention of their course-level results for APT and historical purposes.

If overall mean of the Course Evaluation subscale is 4.0 or below and the response rate is at least 60%, primary faculty of record will be required to meet with their program directors to collaboratively respond to the appropriate curriculum/council for review. Faculty must submit a copy of the Course Evaluation, including comments, with the *Course Evaluation Response Form* available in the faculty section of the SON Policy Manual<sup>2</sup>.

Baccalaureate or Graduate Council  
Chairperson

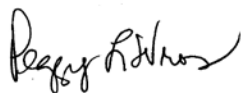
Reviews quarterly aggregate report.

Initiates contact with faculty and program directors for any courses with scores 4.0 or lower and 60% response rate to submit a Course Evaluation Response Form

Appropriate council reviews the written summary of concerns, analysis/response, and improvement plan for each course with a Course Effectiveness mean score < 4.0 and 60% response rate and approves the plan or refers back to the appropriate curriculum committee/faculty for further clarification or revision if warranted.

**SIGNATORY APPROVAL.** Original Signed Copies Stored in Office of Academic Affairs

**5/14/2015**



**Signature**

**Date**

Senior Associate Dean for Academic Affairs

<sup>2</sup> [http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/upload/course\\_eval\\_faculty\\_resp\\_form-test5.pdf](http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/upload/course_eval_faculty_resp_form-test5.pdf)

## Attachment A: Courses & Teaching Effectiveness Items<sup>3</sup>

### OHSU required

#### Course Effectiveness Questions

##### Quantitative Questions:

- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ The stated objectives were understandable.
- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ The course as a whole was well organized.
- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ The educational materials and resources enhanced my learning.
- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Evaluation of my performance was based on stated objectives.
- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Overall, I rate this course highly.

##### Qualitative Questions

- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ What are the strengths of the course?
- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ What recommendations do you suggest for improving this course?

#### Teaching Effectiveness Questions

##### Quantitative Questions:

- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ The instructor was knowledgeable about the subject.
- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ The instructor was well prepared.
- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ The instructor's strategies stimulated my thinking and inquiry.
- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ I received meaningful and timely feedback on my performance.
- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Overall, I rate this instructor highly.

##### Qualitative Questions

- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ What are the strengths of this instructor?
- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ What recommendations do you suggest for the instructor?

Strongly Disagree 1	Moderately Disagree 2	Slightly Disagree 3	Slightly Agree 4	Moderately Agree 5	Strongly Agree 6	Not Applicable N/A
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<sup>3</sup> Approved 2013-14.

## Attachment B: Quarterly Course Evaluation(CE) & Teaching Effectiveness (TE) Evaluation Procedures

*Updated January 2015*

BLUE course evaluations are opened 7 days prior to the course end date in Banner and remain open for 7 days after the course end date. The official academic calendar is located at <http://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/index.cfm>

1. The Blue system automatically sends three reminder emails to students: once at the start of the evaluations and then two more about 4 days apart.
2. At the close of the course evaluation timeline and once reports have been completed:
  - a. The BLUE system automatically generates emails to faculty who have course reports waiting to be reviewed.
  - b. OHSU Teaching and Learning Center creates snapshot Director's reports which include quantitative evaluation results for all courses in the school and sends them to the Office of Academic Affairs, as well as to the Dean and Provost. Curriculum Committee chairs are sent a similar snapshot report for the courses within their purview. These reports include a summary of course evaluation results for each course.
3. SON Office of Academic Affairs receives access to all departmental, course, teaching effectiveness and individual faculty reports. Additionally, the following types of access and reports are granted:
  - a. Course and Teaching Departmental Reports, Course and Teaching Effectiveness Reports, Individual Teaching Reports:
    - i. Senior Associate Dean for Academic Affairs - All (TBH/Peggy and Susan as interim)
    - ii. Core Master's Courses: NURS 508, 513 and 524 are sent to all APN Directors, including HSOL. NURS 513 and 524 are also sent to Deb Messecar, Program Director for MNE.
    - iii. Campus Associate Dean at Ashland (Joanne Noone) –Departmental, CE/TE and Individual Teaching Reports
    - iv. Campus Associate Dean at La Grande (Carla Hagan) - Departmental, CE/TE and Individual Teaching Reports
    - v. Campus Associate Dean at Klamath Falls (Tamara Rose) - Departmental, CE/TE and Individual Teaching Reports
    - vi. Acting Campus Associate Dean at Monmouth (Angela Docherty) - Departmental, CE/TE and Individual Teaching Reports
    - vii. Program Director for Virtual Campus (Glenise McKenzie) - Departmental, CE/TE and Individual Teaching Reports
    - viii. Program Director for Undergraduate Program Portland (Ann Nielsen) - Departmental, CE/TE and Individual Teaching Reports
    - ix. Program Director for PhD (Judith Baggs) – PhD reports
    - x. Program Director for Public Health (Deb Messecar) - MPH and MNE Reports
    - xi. Program Director for Post Master's DNP (Margaret Scharf) - DNP reports
    - xii. Program Director for NMW (Carol Howe) - NMW Course and Teaching Evaluation reports\*
    - xiii. Program Director for FNP (Cindy Perry) – FNP Course and Teaching Evaluation reports\*

- xiv. Program Director for NAP (Mary Karlet) – Nurse Anesthesia Course and Teaching Evaluation reports\*
- xv. Program Director for PMHNP (Margaret Scharf) – PMHNP Course and Teaching Evaluation reports\*
- xvi. Program Director for HSOL (Amy Ross) –HSOL Course and Teaching Evaluation reports
- xvii. Program Director for AGACNP (Josh Squires) – AGACNP Course and Teaching Evaluation reports\*
- xviii. Program Director for PNP (Marti Dreissnack) – PNP Course and Teaching Evaluation reports\*

\*These Program directors will also receive Course and Teaching Evaluations for APN Core Courses, NURS 700 and NURS 701.

b. Departmental Snapshot Reports (Course Evaluations Only):

- i. Baccalaureate Council: All Undergrad departmental snapshot reports (Linda Brown and Renee Menkens)
- ii. Graduate Council: All APN, DNP, PhD and MNE departmental snapshot reports (Deb Messecar)
- iii. DNP/APN Curriculum Committee: APN and DNP departmental snapshot reports (Kristi Vaughn)
- iv. PhD Curriculum: PhD Departmental snapshot report (Seiko Izumi)

- 4. Program Directors are responsible for working collaboratively with the faculty of record and the appropriate faculty governance body with curriculum oversight regarding any course(s) that are formally referred to curriculum committee for review per the *Student Evaluation of Courses & Teaching Effectiveness (60-03.02)*. **Course/program leads for courses with overall mean CE scores 4.0 or below and a 60% response rate must submit a Course Evaluation Faculty Response<sup>4</sup> to the appropriate curriculum oversight body.**

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<sup>4</sup> [http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/upload/course\\_eval\\_faculty\\_resp\\_form-test5.pdf](http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/upload/course_eval_faculty_resp_form-test5.pdf)