

MIAMI DADE COLLEGE

STUDENT FEEDBACK ADMINISTRATION

OVERVIEW OF PROCESS

Student Feedback for faculty who teach in classroom settings and in alternative learning courses is administered as published in the Student Feedback Administration Key Dates Calendar. **For classes that follow a schedule other than the regular academic calendar, the survey should be administered after the Last Day to Withdraw date for the class and before the final examination. However, all survey administrations must be completed and scanned prior to the scanning deadline date for the term.**

- **Faculty on Continuing Contract:** During the Fall term only, students in all classes for classroom faculty in the bargaining unit shall be administered a student feedback instrument. During the Fall term only, faculty librarians will survey students in their roles as Reference Librarians and as part of any in-load Library Instructional Units [to a maximum of five (5)] they conduct in a like manner according to the process established. Student Feedback for Library Instruction Services will be collected during the first six weeks of the Fall Term. Student Feedback for Library Reference Desk Services will be collected in October for the Fall Term. Faculty on approved leave during the Fall term shall be rescheduled for student evaluation during the Spring term. Faculty who so choose will have the option of administering the student feedback instrument during the Spring term in addition to fall.
- **Faculty on Annual Contract:** Students in all classes for classroom faculty in the bargaining unit shall be administered a student feedback instrument. Faculty librarians will survey students in their roles as Reference Librarians and as part of any in-load Library Instructional Units [to a maximum of five (5)] they conduct in a like manner according to the process established. Student Feedback for Library Instruction Services will be collected in every session of library instruction during the first six weeks of each Fall Term and Spring Term, and during the first four weeks of the Summer Term(s). Student Feedback for Library Reference Desk Services will be collected in October for the Fall Term, February for the Spring Term, and June for the Summer Term(s).

If you have questions, please contact your Department Chairperson, Associate Dean/Director, or Academic Dean.

Important points:

- Student Feedback must be obtained from students in every regular credit (includes college preparatory and EAP) and career credit (vocational) class during the appropriate term.
- The following Student Feedback survey instruments have been approved for this process: The **Classroom Student Feedback Survey** is to be used for students enrolled in classes taught in the classroom setting. A modified version of the Classroom Student Feedback Survey, the **Student Feedback Survey for Alternative Learning Courses** is to be used for students enrolled in classes taught in special programs such as Co-op, Independent Studies, Life Lab, Open College, and Virtual College. The **Faculty Librarian Student Feedback Survey** is to be used for students receiving assistance or service from faculty in the library.
- Each of the survey forms may have up to 5 departmental questions as desired by a majority of the faculty in the campus-based department/library.
- Faculty may choose a date within the administration period to conduct the survey. They will also need to obtain packaged materials from their department prior to conducting the survey. **All feedback materials will be available in each department.**
- The Campus Testing Departments will receive and process completed survey materials.
- Feedback reports will be distributed to faculty with copies of each report to the chairperson or director responsible for the faculty teaching the course or responsible for the faculty providing a service to an area, on Wednesday of the second week of the subsequent term. Feedback reports for cross term courses that start in one term and end after the last day of the term will be processed by the Testing Department during the term that the cross term course ends. Comparative statistics reported will include response rates for each answer choice for each item for all students enrolled on your campus, all students enrolled in the same class on your campus, and all students enrolled in the same class college-wide. Data reported for the five department/library items will consist of response rates for each answer choice for each item for all students responding to the survey.
- Feedback information will also be available to students.