



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Student Evaluation of Teaching Effectiveness (SETE)
Procedure Number: 05-2004-0002
Board Policy Reference: IV.B.

Accountable Administrator: Vice President, Instruction
Position responsible for updating: Vice President, Instruction
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Purpose/Principle/Definitions:

Student evaluations of teaching effectiveness provide valuable feedback regarding the quality of instructional practice. This procedure ensures the development of a viable data set, which will be used to determine development needs, identify instructional strengths, and document instructional improvement over time at multiple instructional levels across many demographic groups.

Guidelines:

Responsibility

The Vice President, Instruction shall be responsible for the creation, deployment, administration, collection, and reporting of the Student Evaluation of Teaching Effectiveness (SETE). The position will have the use of personnel resources within the purview of and as determined by the Office of Instruction.

Objective

The SETE procedure is designed primarily to provide student feedback to instructors for improvement. These data become a key piece for instructor self-identification of development direction, and later, administrative evaluation of improvement efforts (See Procedure 06-2004-0003). Aggregate data, either over time or across levels of the institution will provide administration with important information with which decisions can be made and directions set. The reasonable and responsible use of these data by faculty and administration alike is of paramount importance.

Evaluation Tool

The SETE survey form (see attached) shall include nationally researched questions pertaining to instructional quality that proven to be statistically valid and reliable. The

form shall include demographic questions to allow analysis within key instructional groups.

The form shall remain in its current state for no less than three years to provide data over time for trend analysis. Alterations within this time period must conform to the limitations of the form's underlying database structure such that existing table data can remain in use.

Survey Administration

Surveys will be administered electronically through the eCompanion shell. Instructors are encouraged to place important information into the shell with access only after the date when the evaluation is activated to ensure maximum student feedback.

The Vice President, Instruction will process all surveys, and will distribute results reports to each faculty member no later than two weeks following the end of the term.