

## **OLD WESTBURY STUDENT EVALUATIONS** **STUDENT ASSISTANT PROCEDURES**

The Office of Academic Affairs would like to take this opportunity to thank you for assisting with the important task of conducting the student evaluations for the Fall 2017 semester. The student evaluations will be conducted **December 6<sup>th</sup> to December 9<sup>th</sup>** in the classroom. The evaluation links will remain active through **December 15<sup>th</sup>** for any students who miss the opportunity to complete them at this time. The College takes these evaluations seriously; therefore, to help guarantee the accuracy, integrity, and security of this process, please follow the instructions below carefully.

1. Please check the following schedule to find the specific day on which the student evaluations will be conducted in the class for which you are responsible:
  - **Monday/Wednesday classes will be evaluated on Wednesday, December 6<sup>th</sup>.**
  - **Tuesday/Thursday classes will be evaluated on Thursday, December 7<sup>th</sup>.**
  - **Friday classes will be evaluated on Friday, December 8<sup>th</sup>.**
  - **Saturday classes will be evaluated on Saturday, December 9<sup>th</sup>.**

**Classes that meet once a week will be evaluated on that day between December 4<sup>th</sup> and December 9<sup>th</sup>.**

2. Please be sure that your professor gives you the "script". He or she may also provide you internet access via the classroom computer. This access should be used to view the youtube video instructions. That web address is identified in the script, <https://www.youtube.com/watch?v=ekr3BU0CjRg>.
3. If the instructor is in the classroom, ask them to leave the room until the evaluation process is finished. **Faculty may not remain in the classroom during the evaluation process.**
4. **Read the "script" to your class and write the youtube link address on the board.**

**Student Volunteer Assistant "Script" Please read this to the class.**

Dear Fellow Students:

Since teaching and learning is the central focus of our College, your feedback is extremely valuable and very important. Please provide thoughtful and constructive comments which will help your professor improve the quality and responsiveness of their teaching to meet your learning needs.

The process is simple and your responses are anonymous. Please visit the e-mail link in your e-mail account for this course from Course Feedback (the sender). The subject line should include the Course Name for this course. When you open the e-mail the link that is embedded in the e-mail will take you directly to the course questionnaire.

Please visit <https://www.youtube.com/watch?v=ekr3BU0CjRg> where you can find these video instructions. We thank you for your participation and your help in making this the best course evaluation campaign ever! Please let your fellow student, the classroom volunteer assistant, know when you are done so that they can visit your professor to inform them that the course evaluations have been completed.

Our target response rate is 100% for this course, so please help us reach that goal. If you either need any additional information/help or experience any difficulty in completing this process please contact us at [servicedesk@oldwestbury.edu](mailto:servicedesk@oldwestbury.edu) with your specific course name, and technical assistance will be provided so that you can complete your evaluation by December 15. Thank you all!



OFFICE OF ACADEMIC AFFAIRS  
SUNY Old Westbury  
P.O. Box 210  
Old Westbury, NY 11568-0210  
www.oldwestbury.edu

**DATE:** November 29, 2017

**TO:** All Faculty

**FROM:** Dr. Patrick O'Sullivan,  
Provost and Senior Vice President for Academic Affairs

**SUBJECT:** Student Evaluations

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Please note that the student course evaluations will be available online beginning **December 1<sup>st</sup>**. Students will be notified by e-mail separately to alert them. Please provide some classroom time to support the completion of these course evaluations from **Wednesday, December 6<sup>th</sup> through Saturday, December 9<sup>th</sup> (see below)**. These online evaluations will continue to be available to students through **Friday, December 15<sup>th</sup>**.

**Monday/Wednesday classes will be evaluated on Wednesday, December 6<sup>th</sup>.**

**Tuesday/Thursday classes will be evaluated on Thursday, December 7<sup>th</sup>.**

**Friday classes will be evaluated on Friday, December 8<sup>th</sup>.**

**Saturday classes will be evaluated on Saturday, December 9<sup>th</sup>.**

**Classes that meet once a week—Monday through Saturday, will be evaluated on that day between December 4<sup>th</sup> and December 10<sup>th</sup>.**

Each Instructor is responsible for ensuring that a class volunteer is designated for this. Please provide this student access to the internet via the class computer so that they can access the youtube video. Instructions should such be necessary, <https://www.youtube.com/watch?v=ekr3BU0CjRg>. Several copies of the script will be provided for you by each Department Office to give the student volunteer in each of your classes one week prior to the beginning of this exercise. A copy of the script is also attached.

On the day that the evaluations are to be conducted, each instructor is required to follow the procedures outlined below:

1. Take the script and the Student Assistant Procedures to your class and give it to the student volunteer.
2. Leave the classroom during the period when the students are completing the online questionnaires. **(Note that we are no longer using the written hard copy forms. The online evaluation is now the only faculty approved questionnaire for this purpose.)**
3. The student volunteer (assistant) will advise you to return to the classroom when your students have completed the evaluation.

Please note that all courses are expected to allocate time in class to have student evaluations conducted. The results will be available to departments and individual instructors in the semester following the evaluations.



Submitted to Faculty Senate Oct. 28, 2016  
Approved by Faculty Senate Nov. 18, 2016

Class Climate	Student Perception of Instruction	SCANTRON
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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. Evaluation of Instructor

- |  | Almost Never             | Rarely                   | Sometimes                | Often                    | Almost Always            |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1.1 The instructor presented the course material clearly.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 The instructor stimulated interest in this subject.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 The instructor cleared up points of confusion.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 Tests and assignments were related to material covered in class. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5 The tests and assignments were graded fairly.                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6 Course objectives were clear.                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 2. Overall Impression of the Course

- |   |   |                          |                          |                          |                          |   |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 2.1 How much do you feel you learned in this course?<br>1=Nothing<br>5=A lot                              | 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 |
| 2.2 Please provide an overall rating of this instructor's teaching.<br>1=Very Negative<br>5=Very Positive | 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 |
| 2.3 Please provide an overall rating of this course.<br>1=Very Negative<br>5=Very Positive                | 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 |

### 3. Background Information

- |  |  |  |
|--|--|--|
| 3.1 Is this course a requirement for your major? | <input type="checkbox"/> Yes   | <input type="checkbox"/> No  |
| 3.2 What is your class standing?                 | <input type="checkbox"/> Freshman<br><input type="checkbox"/> Senior   | <input type="checkbox"/> Sophomore<br><input type="checkbox"/> Graduate Student<br><input type="checkbox"/> Junior<br><input type="checkbox"/> Other   |
| 3.3 What is your approximate cumulative GPA?     | <input type="checkbox"/> 4.0<br><input type="checkbox"/> 2.5<br><input type="checkbox"/> 1.0                         | <input type="checkbox"/> 3.5<br><input type="checkbox"/> 2.0<br><input type="checkbox"/> Less than 1.0<br><input type="checkbox"/> 3.0<br><input type="checkbox"/> 1.5<br><input type="checkbox"/> Unknown |
| 3.4 What grade do you expect in this class?      | <input type="checkbox"/> A<br><input type="checkbox"/> D<br><input type="checkbox"/> B<br><input type="checkbox"/> F | <input type="checkbox"/> C<br><input type="checkbox"/> Unsure  |

**4. Written Feedback**

4.1 What were the strengths of this course and/or instructor?

4.2 What were the weaknesses of this course and/or instructor?

4.3 Use this space for any additional comments.