

April 15, 2016 – Attachment F

Motion to approve the Teaching and Course Feedback Form - JoDee Keller (Social Work), Rank and Tenure Committee. Action Item.

Whereas, there has been an extensive review of the teaching and course evaluation process at PLU: and

Whereas, the existing form does not yield the type of feedback that is most helpful to faculty in reflecting upon and changing courses; and

Whereas, within the past three years, the proposed form has been reviewed and edited with input from faculty broadly as well as from Faculty Affairs Committee and ASPLU;

Resolved, that the current course evaluation form be replaced by the new Teaching and Course Feedback Form, as presented in attachment F.

Rationale

In AY 2013-14, the Task Force for Teaching Evaluations was formed. This Task Force was charged by the Provost with the responsibility of creating Handbook language that would allow for online submission of course evaluations as well as proposing a new course evaluation form. After extensive research on course evaluations and discussions with faculty and students, the Task Force created a form that incorporates language from the Faculty Handbook that describes characteristics of what PLU considers to be excellent teaching. Thus, this form much more clearly aligns with PLU's criteria for tenure and promotion than the current form. After drafting the form, the Task Force brought it to the Faculty Assembly and made revisions, based upon the feedback from faculty. During AY 2014-15, when we amended Faculty Handbook language to allow for online course evaluations, we also held an informal discussion on the proposed form at Faculty Assembly. Finally, at the Faculty Fall Conference in 2015, faculty made additional suggestions, which have been incorporated into this form. The form was also reviewed by Faculty Affairs Committee in 2015 and again in 2016. Feedback was solicited from ASPLU in 2014 and 2016. Based upon the information we have received, this is the form we are now proposing.

We have tried to present a mix of qualitative and quantitative questions, as there are faculty who value one or the other or both. Because faculty have expressed frustration with students only completing the bubbles and not writing comments on the current form, we have forefronted the qualitative questions on this form. Because a primary purpose of the form is to provide feedback to faculty, we have tried to construct questions in such a way that feedback will be helpful. As the Rank & Tenure committee, we have examined the form and believe that the information provided will be helpful to our deliberations. We have appreciated the feedback we have received and hope this form reflects this and better meets our needs as a community of faculty, students, and administrators.

TEACHING AND COURSE FEEDBACK FORM

Please respond to the questions below to provide your instructor with detailed feedback about your experiences with her/his teaching, in general, and the course, in particular. Instructors use this information to reflect upon and improve their teaching and to revise their courses. The forms are anonymous; results are returned to instructors electronically after final grades have been submitted.

TEACHING. Pacific Lutheran University prioritizes excellence in teaching, acknowledging that excellent teachers display a variety of qualities. This first set of questions asks you to reflect upon ways in which your instructor demonstrated some of the qualities associated with teaching excellence.

1. **In what ways did this instructor *challenge you to learn*?** (For example, invited you to ask questions, recognize complexities, see new possibilities, seek connections, encouraged thoughtful inquiry. Other examples?). Which types of course activities challenged you to learn the most? How did they challenge you to learn?

2. **In what ways was the instructor effective in *communicating*?** (For example, clarity with the overall course design, learning objectives and course expectations, organization and delivery of content, lectures and other course activities; effective use of course materials and resources; listened and responded to students.)

3. **In what ways did the instructor show a *commitment to your learning*?** (For example, established an interactive and respectful learning environment, utilized various teaching/learning methods, was attentive to your learning.)

Excellent Good Neutral Fair Poor

4. Overall, I rate this **instructor**:

Please indicate the degree to which you agree with each of the following statements:

Strongly agree agree neutral disagree strongly disagree

5. This instructor challenged me to learn

6. This instructor communicated effectively

7. This instructor showed a commitment to learning

COURSE. The next set of questions addresses the course itself, particularly with respect to which elements should be retained in the future and which elements, if any, should be reconsidered.

8. What should the instructor *keep the same* in this course because it was effective?

9. What should the instructor consider *changing or rethinking* in this course because it was not effective?

Excellent Good Neutral Fair Poor

10. Overall, I rate this **course**:

11. Do you have any additional helpful feedback for the instructor?
