

# University of West Florida

## Student Assessment of Instruction

### Table of Contents

|   |            |
|---|------------|
| <a href="#"><u>The UWF Form for Student Assessment of Instruction</u></a> .....                       | Page 1     |
| <a href="#"><u>Preparing Packets of UWF-SAI Student Evaluation Forms</u></a> .....                    | Page 2     |
| <a href="#"><u>Internet-Generated Courses</u></a> .....   | Page 3     |
| <a href="#"><u>Processing of UWF-SAI Student Assessment of Instruction Forms</u></a> .....            | Page 4     |
| <a href="#"><u>Student Assessment of Instruction Guide for Interpreting Results</u></a> .....         | Page 6     |
| <a href="#"><u>Student Assessment of Instruction Evaluation Form</u></a> .....                        | Appendix A |
| <a href="#"><u>Student Assessment of Instruction Summary Form</u></a> .....                           | Appendix B |
| <a href="#"><u>Procedures Cover for Administering the Student Assessment of Instruction</u></a> ..... | Appendix C |
| <a href="#"><u>Notification E-mail to Faculty and Students</u></a> .....                              | Appendix D |

# The UWF Form for Student Assessment of Instruction

The form ([Appendix A](#)) has 18 items, 8 of which are those originally developed for the State University System Student Assessment of Instruction (SUSAI) program. The remaining items were taken from the former UWF form and are additions/revisions recommended by the Faculty Senate Committee which developed the current form.

## Summary Reports ([Appendix B](#))

As has been policy, summary results for completed forms will not be prepared until after grades have been submitted for a given semester.

The summary results for the 8 SUS-related items will be entered on the reports compiled alphabetically by instructor and alphanumerically by course, and made available for public access.

The summary results for the UWF items will be tabulated separately with the summary report maintained in a confidential file until released by the faculty for use in the annual evaluation process.

## Classroom Administration of the UWF-SAI Form

The evaluation form is to be administered within the last three (3) weeks of the course before final exam week on a day other than when an examination will be given. Specific instructions ([Appendix C](#)) for administering the form in the classroom will be affixed to the envelope in which the forms will be delivered by the departmental office to the faculty. The faculty member may not be present during the time students are completing the forms.

## Identification of classes in which the form is to be administered

To satisfy the requirements of the use of the student evaluations in the UWF-SAI annual evaluation process, the UWF-SAI evaluation form must be administered to all sections of courses taught by a given faculty member in a given semester (ordinarily the Fall Semester or Spring Semester). Further, the evaluation form must be administered to at least one section of each different course taught in a given academic year (Fall and Spring Semesters, Summer excluded). For example, assume that a faculty member teaches and administers the UWF-SAI form in the following courses in the Fall Semester: ABC 3000 0901, ABC 3000 0902, and ABC 3500 0101. Further, assume the faculty member teaches the following in the Spring Semester: ABC 3000 0801, ABC 4300 0501, and ABC 4700 0601. Since the faculty member administered the UWF-SAI form in sections of ABC 3000 in the Fall Semester, to satisfy requirements the faculty member need not administer the form in the Spring Semester for this course. However, the faculty member must administer the form in ABC 4300 and ABC 4700 in the Spring Semester.

All adjuncts and graduate teaching assistants are required to administer the UWF-SAI for all courses and all sections taught each term in which they teach including Fall, Spring, and Summer terms.

[Notes: (1) For some courses, such as internships, departments have developed approved substitutes for the UWF-SAI student evaluation forms. (2) Faculty members have the opportunity to administer the forms to as many classes as they wish regardless of semester.]

# Preparing Packets of UWF-SAI Student Evaluation Forms

UWF-SAI student evaluation forms are available through Printing Services. To order the forms, you can go to [http://uwf.edu/printing/Invoice\\_08a.pdf](http://uwf.edu/printing/Invoice_08a.pdf), e-mail to [printing@uwf.edu](mailto:printing@uwf.edu) or call Printing Services at x2613. When requesting forms, please identify your department. We ask that you order only the number of forms you actually need to make up the packets.

Labels that are to be affixed to the cover sheet will be provided by the Office of Academic Affairs no later than five (5) weeks prior to the end of the semester.

## NOTES

The following information is preprinted on the labels:

- Reference Number - Prefix - Number - Department - Semester
- Course Title
- Instructor Name
- Enrollment - Count - Team Taught - Dual/Cross – Delivery
- Reference Number: 4 digit reference number
- Prefix: 3 letter course prefix
- Number: 4 digit course number
- Department: Abbreviated department name
- Semester: 4 digit year, 2 digit beginning month of semester
- Course Title: 20 character course title
- Instructor Name: Instructor last name, first initial
- Enrollment: Official enrollment
- Count: Enter number of forms to be processed
- Team Taught: "Y" means team-taught; no entry means not team-taught
- Dual/Cross: "Y" means it is dual or cross; no entry means not dual, nor cross
- Delivery: "F" = face-to-face; "N" = not face-to-face; "M" = mixed face-to-face and not face-to-face

The cover sheet ([Appendix C](#)) should be firmly attached to the envelope containing the forms. Packets should be assembled for distribution to faculty at least three weeks prior to the end of the semester.

When assembling the packets, beware of the following that can cause problems during the scanning and calculation process:

- Dual-taught classes should have a packet prepared for each instructor involved. Mark the envelope for the primary instructor with an "A." The secondary Instructor's packet should be marked with a "B." This is for identification purposes when evaluations are being scanned.
- Dual sections taught simultaneously should have a packet prepared for each section.
- The cover sheet should reflect only the principal instructor of the courses. It should not have the name of the graduate assistant that is assigned to the instructor.
- Once the grade submission period for the semester is over, the Office of Academic Affairs will arrange to have the results tabulated and prepare the summary reports.

## Internet-Generated Courses

Student evaluations for Internet-generated courses will be done online. Three weeks prior to the last day of classes, a notification ([Appendix D](#)) will be sent to all faculty and students who are involved in one or more online courses. An announcement concerning the deadlines will be placed in D2L and on the student's home page.

Students enrolled in Internet-generated courses should complete an evaluation form for their course(s) through ARGUS. Once submitted, the data will be entered into the SAI database for use in the summaries. After the end of the semester, the Office of Academic Affairs will print out copies of the evaluation forms submitted and send them in a confidential envelop to the departments. These forms will not need to be scanned since they are automatically entered into the database to generate a summary for that course/section.

- Three weeks prior to the last day of classes, students enrolled in e-learning courses will see an announcement regarding completing an evaluation form for their on-line courses on their home and course pages within e-Learning. The announcement will include a link to the Student Assessment of Instruction evaluation web page.
- An e-mail ([Appendix D](#)) will be sent to all students and faculty involved in on-line courses three weeks prior to the last day of classes notifying them that the evaluations forms are available for completion and the time period for completing the forms.
- A list of internet-generated courses in which student are enrolled will appear.
- Students can click on the courses they would like to evaluate, fill out the form, and submit it electronically. Only one evaluation per course per student can be submitted.
- Student will have until the end of the last day of classes before final exam week to complete an evaluation for each Internet-generated class in which they are enrolled.

# Processing of UWF-SAI Student Assessment of Instruction Forms

The following procedures will be used to process the UWF-SAI student assessment of instruction forms:

1. All packets of completed forms will be forwarded to the faculty member's departmental office.
2. Arrangements are to be made by the departmental staff assistant for the chairperson and faculty member to open the packets together.
  - ◆ The faculty member will review any written comments and decide whether to have the comments typed or sealed. If the comments are to be sealed, they should be removed by cutting (not tearing) the comments section from the form and placed in a sealed envelope to be retained with the packet of completed forms. The sealed envelope is to be labeled with the faculty member's name, course number (including section identification number), and semester. The faculty should sign across the sealed envelope's flap. This envelope will be retained in the faculty's department file.
3. The departmental staff assistant will make arrangements to send the packets of completed forms to be scanned. This should be done no later than six weeks after the last day of classes. If a packet is received after the sixth week, it will not be accepted, and will be returned to the department. Send all completed packets to Paul Frederick, Building 78. Before sending the forms to Building 78 for scanning, ensure that the following steps have been completed.
  - ◆ All blank forms should be removed from the packet.
  - ◆ The cover sheet on the packet should clearly identify the faculty member by name, UWF identification number, course number (including section identification number), and semester. Please use the course selection identification labels that will be sent to you each semester by the Office of Academic Affairs. (If the preprinted label has incorrect information, correct using red ink).
  - ◆ Verify enrollment against the exact number of responses. If the responses are greater than the enrollment, take appropriate measures to correct. Some reasons for too many responses:
    - Undergraduate and graduate courses taught at the same time, on the same day (i.e. ABD 4XXX and ABD 5XXX).
    - Several sections of the same course taught at the same time/day.
    - Concurrent courses.
    - Students enrolled in one section but attending classes in another section of the same course.
    - Students completing "I" grades.
    - Students enrolled in directed study courses.
  - ◆ If the course is one that was team taught, please separate the forms by instructor into separate envelopes. Be certain that the name and UWF identification number of each instructor for whom reports are to be prepared are clearly identified on the cover sheet.

The completed forms will be scanned and two reports will be produced.

- ◆ Frequency distribution report for all 19 of the assessment items. This report will be in hard copy and returned to the department with the scanned forms. An electronic copy of the 18 assessment item summaries will be posted to the Grade Roll Review through Argus. The reports are confidential and may be used in the faculty evaluation process only as directed by the faculty member.
  - ◆ Frequency distribution report for the 8 SUS-related items. This report will be provided in electronic form to Institutional Technology Services (ITS) which will, in turn, produce the hard copy of the SUS-related items summary reports. The Provost's Office will arrange for the printing of the summaries with sufficient copies made for distribution as follows:
    - SGA Office
    - UFF Representative's Office
    - University Libraries:
      - ◇ Pensacola Campus
      - ◇ Emerald Coast Campus
4. Once the faculty evaluation cycle to which the student assessment of instruction pertains has been completed, the packets with the completed forms are to be turned over to the faculty member for custody of the records.
- a. Retention Policy Item #68 from Florida Department of State: General Records Schedule for Universities and Community Colleges GS5
    - Record copy. 1 semester after submitted.
    - Duplicates. Retain until obsolete, superseded or administrative value is lost.

# The University of West Florida Student Assessment of Instruction Guide for Interpreting Results

**Caveat:** These student assessments are not validated measures of teacher effectiveness. Comparisons and conclusions about the relative skill of different instructor's should never be based solely on this limited information.

**What is this report?** This report contains results of student assessments of instruction for one instructor for one course section taught by that instructor. This information provides you with one source of information for selecting courses. Also helpful in your decision-making would be a meeting with your academic advisor, examining course syllabi, and talking with instructors.

**Which courses were evaluated?** The full report includes all courses taught during the Spring and Fall semester in one calendar year. Certain courses were excluded based up their nontraditional structures and limited enrollment. Please note that if an instructor taught more than one section of the same course, results need to be reported for only one of those sections.

**How are the tables interpreted?** Tables in this report contain the following course information: Department, Course Title and Number, Section Number, Instructor Name, Semester and Year, and Course Enrollment. In addition, they summarize students' responses to the eight items for which results are provided.

For each course listed, the percent of students reporting, Excellent, Very Good, Good, Fair, or Poor are shown for each item as well as the percent not responding to each item. The numbers appearing below each option show the percentage of student selection of each option, NOT the number of students.

**How can these data be used?** Students should be careful and thoughtful when interpreting these data. First, enough students must respond to provide an adequate representation of all students enrolled in a class for data to be meaningful. Further, these data may reveal as much about diversity of learning style preferences found in university classrooms as they reveal about the diversity of student reactions to instructors' different teaching styles.

Though students are good sources of some types of information about instructors, research has also shown that students' assessments of instructors can be influenced by a number of factors outside of an instructor's immediate control. These factors can include class size (small classes tend to be rated higher than large classes), course level (upper level courses may be rated higher than lower-level courses), discipline (courses in the Humanities and Social Sciences tend to receive higher ratings than courses in Engineering, Math, and the Sciences), instructor rank (faculty tend to receive higher ratings than graduate teaching assistants), and students' reasons for enrolling in the course (elective courses tend to receive higher ratings than required courses). Readers should consider such influences on published data when reviewing these tables.

Most important, readers should remember that simplistic numerical comparisons between courses or instructors are not recommended. For example, in a class having 20 respondents, each student's opinion will have a weight of 5%; in a class of 200 respondents, however, each student's opinion will have a weight of only one-half of 1%. Similarly, one instructor may be rated Excellence by 74% of his or her students and a second instructor may be rated Excellent by 68%, this difference may not have statistical significance or practical importance when selecting courses. In short, as noted above, these student assessments are not validated measures of teacher effectiveness comparisons and conclusions about the relative skill of different instructors should never be based solely on this limited information.

# Appendix A

## THE UNIVERSITY OF WEST FLORIDA STUDENT ASSESSMENT OF INSTRUCTION

Course \_\_\_\_\_ Section \_\_\_\_\_ Year \_\_\_\_\_ Semester \_\_\_\_\_  
Prefix Number

Instructor \_\_\_\_\_  
Last Name, First Initial

Course Name \_\_\_\_\_ Date \_\_\_\_\_

**DIRECTIONS:** Use a No. 2 pencil ONLY. Completely fill the box on the scale which best characterizes that item. Make comments that you believe are appropriate. Please be fair and candid. If the item or descriptors do not adequately characterize this course, please skip the item and explain in the comments section. Return the completed form to the assigned student or to the department chair's office in a sealed envelope. DO NOT provide your name.

### STATE UNIVERSITY ITEMS

#### EXPRESSION OF EXPECTATION FOR PERFORMANCE IN THIS CLASS

Clear/Excellent    Very Good    Good    Fair    Unclear/Poor

#### DESCRIPTION OF COURSE OBJECTIVE AND ASSIGNMENTS

Clear/Excellent    Very Good    Good    Fair    Unclear/Poor

#### COMMUNICATION OF IDEAS AND INFORMATION

Effective/Excellent    Very Good    Good    Fair    Ineffective/Poor

#### STIMULATION OF INTEREST IN THE COURSE

Excellent    Very Good    Good    Fair    Poor

#### FACILITATION OF LEARNING

Excellent    Very Good    Good    Fair    Poor

#### RESPECT AND CONCERN FOR STUDENTS

Positive/Excellent    Very Good    Good    Fair    Negative/Poor

#### AVAILABILITY TO ASSIST STUDENTS IN OR OUT OF CLASS

Almost Always Excellent    Very Good    Good    Fair    Almost Never Poor

#### OVERALL ASSESSMENT OF INSTRUCTOR

Excellent    Very Good    Good    Fair    Poor

### COMMENTS

### UWF FACULTY ITEMS

#### COURSE REQUIREMENTS

Intellectually Challenging    Too Elementary

#### COURSE ASSIGNMENTS

Useful    Not Useful

#### COURSE MATERIALS

Excellent    Poor

#### PROVIDES FEEDBACK

Beneficial    Not Beneficial

#### TESTING PROCEDURES

Effective    Ineffective

#### GRADING PRACTICE

Explained    Unexplained

#### STUDENT WORK

Returned Promptly    Delayed

#### CLASS MEETING

Productive    Non-productive

#### THE INSTRUCTOR'S COMMAND OF THE SUBJECT WAS

Broad and Accurate    Plainly Defective

#### OVERALL, I WOULD RATE THE COURSE ORGANIZATION

Excellent    Very Good    Good    Fair    Poor

### COMMENTS

**Appendix B**

**THE UNIVERSITY OF WEST FLORIDA  
STUDENT ASSESSMENT OF INSTRUCTION**

**INSTRUCTOR'S NAME**

**YEAR/TERM**

**DEPARTMENT**

**COURSE-SECTION NUMBER**

**COURSE NUMBER**

**NUMBER OF STUDENTS ENROLLED**

**NUMBER OF RESPONDING**

**% OF RESPONSE**

| ITEMS   | STUDENT RESPONSES (PERCENTAGES) SEE KEY BELOW |    |   |   |   |    |
|---|---|----|---|---|---|----|
|   | E   | VG | G | F | P | NR |
| (1) DESCRIPTION OF COURSE OBJECTIVES AND ASSIGNMENTS        |   |    |   |   |   |    |
| (2) COMMUNICATION OF IDEAS AND INFORMATION                  |   |    |   |   |   |    |
| (3) EXPRESSION OF EXPECTATION FOR PERFORMANCE IN THIS CLASS |   |    |   |   |   |    |
| (4) AVAILABILITY TO ASSIST STUDENTS IN OR OUT OF CLASS      |   |    |   |   |   |    |
| (5) RESPECT AND CONCERN FOR STUDENTS                        |   |    |   |   |   |    |
| (6) STIMULATION OF INTEREST IN THE COURSE                   |   |    |   |   |   |    |
| (7) FACILITATION OF LEARNING                                |   |    |   |   |   |    |
| (8) OVERALL ASSESSMENT OF INSTRUCTOR                        |   |    |   |   |   |    |

**KEY RESPONSES: E = EXCELLENCE; VG = VERY GOOD; G = GOOD; F = FAIR; P = POOR; NR = NO RATING**

## Appendix C

### THE UNIVERSITY OF WEST FLORIDA

#### PROCEDURES FOR ADMINISTERING THE STUDENT ASSESSMENT OF INSTRUCTION

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**Departmental Staff Assistant:** Please enter the following information and attach to a sealable manila envelope containing sufficient forms for the instructor's class.

\*Year: \_\_\_\_\_ \*Semester: \_\_\_\_\_

\*Instructor's Name: \_\_\_\_\_  
Last Name First Name Middle Initial

\*Faculty UWF Identification Number: \_\_\_\_\_

\*Course Number: \_\_\_\_\_  
Prefix Number Section (course id)

\*Course Name: \_\_\_\_\_

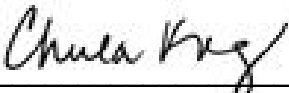
**Course Instructor:** Please take this envelope to class and ask one of the students to administer the assessment instrument while you absent yourself from the room. Students must have a **full 15 minutes** of class time to complete the instrument either at the beginning or the end of the class.

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#### Staff Administering SAI:

- (1) Distribute the assessment forms found in the envelope to students in class.
  - (2) Ask students to complete information at top of form. (Please write asterisked (\*) information from envelope coversheet on chalk board.)
  - (3) **Read the following statements to the class:** The results from this assessment will be used in the evaluation of the instructor. The results of the eight State University Items will be made public with copies of the results available to students through the UWF Student Government Association and the University Libraries. Please rate your instructor's performance on each of the 18 items using the scale Excellent, Very Good, Good, Fair, and Poor. For each item, fill in the appropriate bubble using a No. 2 pencil only.
  - (4) Give students time to complete the instrument.
  - (5) When students have completed the instrument, all of the forms (both those completed and those not used) are to be collected and placed back in the envelope.
  - (6) Seal the envelope, and write the following across the sealed flap: Your Name, Date, Course Section Identification Number
  - (7) Return the envelope to one of the following (whichever is most convenient):
    - Staff assistant of department to which the instructor belongs.
    - Office of the dean of the college to which the instructor belongs.
    - Eglin AFB or Emerald Coast Campus UWF office
    - Campus Security
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**We appreciate your assistance in administering this instructor assessment form.**

  
\_\_\_\_\_  
Chula King, Interim Provost

