



Date: April 18, 2023

To: Kris Bezdecny, Chair
Academic Senate

From: Heidi Riggio, Chair
Faculty Policy Committee

Copies: A. Avramchuk, D. Fazzi, E. Porter, R. Roquemore, V. Salcido

Subject: **Proposed Policy Modification for Chapter V (Instructional Policies) of the *Faculty Handbook*: FPC 21-11.3: *The Student Opinion Survey on Instruction***

In Fall 2022 and Spring 2023, the Faculty Policy Committee (FPC) considered the policy on *The Student Opinion Survey on Instruction*, based on feedback from faculty constituencies. The main goal of the modification was to specify the timeline for administration of student opinion surveys, namely during the last two weeks of instruction in Fall and Spring semesters, and to specify that student opinion surveys would close before final exam week begins in both Fall and Spring semesters. Other changes to the policy were made to indicate that the numeric summaries of student opinion surveys would be included in the Personnel Action File (PAF) (instead of “personnel file”), and that only student opinion surveys from the regular academic year (not counting summer and intercession) would be included.

FPC deliberated about FPC 21-11.3 at several meetings throughout Fall and Spring 2023, and voted unanimously to approve the modification on April 17, 2023.

The following points summarize the proposed changes to the policy:

- Line 11: The words “*in the regular academic year*” are included in the policy to exclude student opinion surveys from courses taught during intercession and summer terms.
- Line 14: The word “*their*” replaces the term “her or his.”
- Line 18: The word “*regular*” is inserted to clarify that only student opinion surveys from the regular academic year (not intercessions terms) are included in this policy.
- Lines 29-30: The words “*Student opinion surveys on instruction will be available to students during the last two weeks of instruction in each fall and spring semester*” are added to specify the timeline for student opinion surveys.
- Lines 30-31: The words “*Student opinion surveys will close for every class before final exam week begins*” are added to specify the timeline for student opinion surveys and to prevent student bias from experiences with final exams.
- Lines 32-33: The words “*For face-to-face courses, faculty are encouraged to give students 20 minutes of in-class time to complete student opinion surveys for that course*” are added to encourage faculty to give students in-class time to increase response rates for student opinion surveys.

- Lines 33-35: The words “*The faculty member shall leave the classroom before students start completing student opinion surveys*” are added to protect anonymity and confidentiality of student responses to student opinion surveys.
- Lines 36-38: The words “*Faculty members are encouraged to place a reminder of student opinion surveys on the learning management system (e.g., Canvas) prior to and during the student opinion survey period for all courses*” are included to encourage faculty to remind students about student opinion surveys for their courses.
- Lines 40 and 43: The word “numeric” is added on each line to refer to the summary report of numeric responses that are provided to the department chair, faculty person, and placed in the Personnel Action File (PAF).
- Line 44: The words “personnel file” are deleted and replaced with the words “*Personnel Action File (PAF)*” to refer formally to the PAF kept in the Dean’s office.

1 The Student Opinion Survey on Instruction

2 (Senate: 11/25/69, 7/8/75, 8/3/76, 10/23/79, 10/13/81, 1/20/82, 1/27/82, 4/3/82, 11/29/83, 11/8/88,
3 5/23/06; 2/9/16; President: 12/31/69, 7/14/75, 8/16/76, 2/2/82, 4/19/82, 12/19/83, 1/5/89, 12/13/06;
4 4/22/16; Editorial Amendment: 9/00, 8/01)

5 Governing document: Article 15 of the Collective Bargaining Agreement between the California Faculty
6 Association and the California State University.

7 The student opinion survey instrument provides data for the evaluation of all faculty members and
8 graduate students who serve as course instructors. The information from the student opinion surveys
9 shall be used as one of several indicators for assessing instructional effectiveness.

10 Student opinion surveys shall be administered for all classes taught by probationary faculty members,
11 temporary faculty members, and graduate students IN THE REGULAR ACADEMIC YEAR.

12 Student opinion surveys shall be administered in a minimum of 50% of all classes taught by tenured
13 faculty members; the classes to be surveyed shall be representative of the faculty member's teaching
14 assignment and shall be determined jointly by the faculty member and her or his THEIR
15 department/division chair, or school director. If a tenured faculty member teaches fewer than four classes
16 during the academic year, student opinion surveys will be administered in all classes.

17 Departments/divisions/schools may develop policies requiring that student opinion surveys be
18 administered in more than 50% of the classes taught by tenured faculty members during the REGULAR
19 academic year. Faculty members may elect to have student opinion surveys administered in more
20 classes than those that are required.

21 The student opinion survey instrument shall include a common set of closed-ended and open-ended
22 items to be used by all faculty members (see Appendix M). Departments/divisions/schools and programs
23 may develop a pool of additional questions to the student opinion survey on instruction. Individual faculty
24 members, in consultation with departments/divisions/schools and programs, may select up to three
25 additional questions from the approved pool.

26 Every attempt will be made to ensure that the students' confidentiality is protected and that students feel
27 free to make comments without fear of reprisal. Therefore, students shall not complete the survey in the
28 presence of the faculty member.

29 STUDENT OPINION SURVEYS ON INSTRUCTION WILL BE AVAILABLE TO STUDENTS DURING
30 THE LAST TWO WEEKS OF INSTRUCTION IN EACH FALL AND SPRING SEMESTER. STUDENT
31 OPINION SURVEYS WILL CLOSE FOR EVERY CLASS BEFORE FINAL EXAM WEEK BEGINS.

32 FOR FACE-TO-FACE COURSES, FACULTY ARE ENCOURAGED TO GIVE STUDENTS 20 MINUTES
33 OF IN-CLASS TIME TO COMPLETE STUDENT OPINION SURVEYS FOR THAT COURSE. THE
34 FACULTY MEMBER SHALL LEAVE THE CLASSROOM BEFORE STUDENTS START COMPLETING
35 STUDENT OPINION SURVEYS.

36 FACULTY ARE ENCOURAGED TO PLACE A REMINDER OF STUDENT OPINION SURVEYS ON THE
37 LEARNING MANAGEMENT SYSTEM (E.G., CANVAS) PRIOR TO AND DURING THE STUDENT
38 OPINION SURVEY PERIOD FOR ALL COURSES.

39 All individual student responses shall be provided solely to the faculty member and summary report of
40 NUMERIC responses to the common set of closed-ended items shall be provided to the

41 department/division chair or school director and the faculty member, after the grades for the class have
42 been submitted.

43 A copy of the summary report of NUMERIC responses to the common set of closed-ended items will be
44 placed in the individual faculty member's personnel file PERSONNEL ACTION FILE (PAF) along with the
45 calculated grade point average for the class.

46 The Academic Senate has jurisdiction over the content, mode of analysis and distribution of the student
47 opinion survey on instruction. For any analyses to be made, the comparison groups to be used also will
48 be determined by that body. Additional comparisons may be made to meet specific needs of the colleges
49 subject to the availability of administrative resources

