

# OFFICE OF ACADEMIC AFFAIRS



Dear Colleagues,

With the end of the semester approaching, the Office of Academic Affairs and the Institute for Teaching and Learning (ITL) want to provide you with important new information regarding the Student Course Feedback Survey. Please read this message for details.

**New Student Course Feedback Survey Questions:** As announced earlier this semester, in February 2024, Academic Senate approved the use of a new set of questions to collect end-of-semester course feedback from students. This new survey (previously called "Student Evaluation of Faculty") is now called the "Student Course Feedback Survey." You can view the new questions [here](#).

**Fall Survey Administration Dates:** Student Course Feedback will launch to students on Thursday, November 21st for full term courses and will remain open through the end of regularly scheduled classes, December 8th. For the AOP 2 term, the survey will be available to students the last week of classes, December 1-8. The survey is administered through the Watermark system.

**Administration Instructions NEW:** The Student Course Feedback Survey includes instructions for administration that are different than the previous course evaluations. For traditional (face-to-face) courses, you are asked to administer the survey in class, similar to the way they used to be administered in paper form. The instructor is asked to reserve the last ten minutes of a course session during the administration dates. The instructor leaves the room, and a volunteer student shares directions to access the survey, read aloud Section 1, and asks students to refrain from discussing their responses with others. Students can take the survey on their phone, tablet, or laptop. For asynchronous courses, you will continue administration as you did previously, but we encourage you to use the administration best practices to improve your response rates.

**Administration Best Practices Resources:** The aim of the new survey questions and instructions is to increase student response rate and utilization of Student Course Feedback results to support instructional continuous improvement. ITL developed a short (5 minute) video outlining best practices on administering the surveys available [here](#), and you can view the slides [here](#).

**Adding Instructor Questions NEW:** We are pleased to announce that with the new Student Course Feedback Survey, we have also made it possible for instructors to add their own additional questions to their course surveys. ITL has developed instructions on how to add your own questions to the Student Course Feedback Surveys, available in [video](#) (YSU login required), [interactive guide](#), or [PDF](#) versions. If you are interested in adding your own questions but would like assistance, ITL will hold a drop-in Watermark Assistance Session on Thursday, November 14th, from 1-3PM in Jones 3049 or on Webex at <https://ysu.webex.com/meet/smrichardson02>. You can also schedule a survey question consultation with Stephanie Richardson [here](#) (select Watermark Assistance).

**Interpreting and Using Student Course Feedback Results:** ITL has been developing resources to support faculty use of Student Course Feedback Results. In addition to developing a [Tips for Using and Interpreting Student Course Feedback](#), ITL will offer a workshop on interpreting and using results at Fresh Start (Friday, January 3rd) and again in mid-January.

**Future Student Course Feedback Improvements:** ITL and the Senate Teaching and Learning Committee has enlisted assistance from the YSU Mathematics Department to conduct (aggregate) psychometric testing in order to evaluate survey validity and reliability; results and recommendations will be shared with Academic Senate in spring 2025.

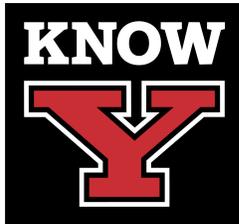
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If you have any questions about the new Student Course Feedback Survey or adding questions, administering the survey, and interpreting results, please do not hesitate to reach out to [ysucoursefeedback@ysu.edu](mailto:ysucoursefeedback@ysu.edu) or [book a consultation](#).

Thank you,

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