TITLE: **Student Course Feedback**

EFFECTIVE DATE: **February 27, 2013**

1. SCOPE

1.1. <u>Authority</u>
This policy is issued under the authority of the President.

1.2. <u>Application</u>
This policy applies to all courses offered in programs by the College including those offered with partner institutions.

2. PURPOSE AND PRINCIPLES

2.1. <u>Purpose</u>

The purpose of this policy is to establish a systematic mechanism to elicit student feedback on courses.

2.2. <u>Principles</u>

2.2.1.   The College is accountable for setting and maintaining standards of academic quality.

2.2.2.   All College employees have a role in maintaining and promoting program excellence.

2.2.3.   The College is committed to a philosophy of continuous improvement. Student course feedback is an important component of this.

2.2.4.   The College is committed to promoting student success. Input from students through course feedback provides valuable guidance in achieving this goal.

3. POLICY

3.1. Students in all courses offered through the College will have the opportunity to provide feedback to the College.

3.2. Student Course Feedback provides a systematic and consistent mechanism for students to share their course experiences with the College.

3.3. Student Course Feedback supports continuous improvement of college courses by identifying areas of strength and areas needing improvement.

3.4. Student Course Feedback is an essential component of annual curriculum review, program review and faculty performance review.

3.5. A Student Course Feedback survey is used to obtain feedback on courses. It includes questions related to course design, course delivery, course content, and the learning environment.

3.6. A specified time-frame to administer the Student Course Feedback survey is to be designated for each course.

3.7. Student anonymity and confidentiality is to be protected in the administration of Student Course Feedback surveys and the reporting of the results.

3.8. The implementation of the Student Course Feedback survey does not preclude the use of formative assessment tools by professors to gain feedback from students while a course is underway.

4. ROLES AND RESPONSIBILITIES

4.1. <u>President</u>
The President is responsible for the overall management and operation of the College. The President ensures that the policy is implemented and that compliance is monitored.

4.2. <u>Vice President, Academic</u>
The Vice President Academic is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

5. EVALUATION

This policy will be reviewed every three years.