



COLLEGE POLICY GUIDELINES/PROCEDURES

POLICY NUMBER: 3103-B
DATE: December 22, 2017
POLICY TYPE: Academic & Instruction
POLICY TITLE: Course Feedback Policy

GUIDELINES/PROCEDURES:

Suggestions for faculty when implementing the Course Feedback Policy:

Content/Process Checklist:

- Select a method/tool that is easy to administer, complete, and analyze. Consider consulting with students and departmental/program colleagues.
 - Choose an existing sample questionnaire (modify as desired); or
 - Create your own by considering questions in the following categories:
 - Content
 - Activities
 - Assessments
 - Teaching practices
 - Inclusion/Welcoming Environment
 - Combine a few open-ended questions with some targeted, specific questions.
 - Ask for both strengths and weaknesses.
- Plan for student anonymity.
- Use class time to administer.
- If collecting feedback only once per semester, try to do so around mid-semester. (More frequent collection of feedback is encouraged.)
- Note feedback date and rationale in the syllabus

Student Communication Checklist:

Prior to administering-

- Inform students of the important purposes and uses of their feedback, and what other college wide options exist for feedback.
- Communicate/teach what constitutes effective feedback.

After administering and analyzing-

- Promptly share a concise summary of the important results.
 - Thank your students for their thoughtfulness (if demonstrated).
 - Indicate what, if any, changes you intend to make.
 - Consider a brief follow-up conversation of a part of the results.
- Consider how the feedback may be utilized in conjunction with Professional Development planning and performance excellence.

Help and Resources

- Center for Excellence in Teaching and Learning (CETL) 608-246-6646 or cetl@madisoncollege.edu
- Repository of best practices, samples, artifacts, etc. – <https://sites.google.com/view/studentfeedback/home>
Please note: This is a temporary site until a permanent virtual Madison College “home” is established.