

<b>Trinity Valley Community College</b> <b>Student Evaluation of Course and Instructor</b> <b>INSTRUCTIONS FOR FACULTY BEING EVALUATED</b>
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The Faculty Evaluation Committee has worked diligently with the faculty to improve the evaluation instrument and the procedure. The changes were made in an effort to make the instrument more effective in providing faculty with feedback on items that may assist them in improving student learning. After learning about TVCC performance on the CCSSE (Community College Survey of Student Engagement), the Faculty Association approved the use of the IDEA Faculty Evaluation System produced by Kansas State University. As a result of using IDEA as our tool for student evaluations of courses, there has emerged a need to revise the forms that are used when instructional administrators sit down with the faculty to complete the formal evaluation process. This process varies somewhat from that of prior years based upon the data generated by the IDEA Reports; therefore, some general instructions follow:

**1. Revision of Evaluation Process/Forms**

The Faculty Evaluation process incorporates numerous aspects of a faculty member's performance, including student evaluations (IDEA), participation in division responsibilities, classroom management, evaluation of progress towards individual goals that were set last year, and establishing new goals for this year.

This year, we have reduced the number of forms to be completed. There is now only one faculty evaluation form to be completed at the time of the formal evaluation. It is highly recommended that a copy of this form be completed by the instructional administrator and by the faculty member prior to the formal evaluation so that the evaluation can be a meaningful dialogue of the strengths and areas in need of improvement. At the conclusion of that formal evaluation, one consolidated form is to be placed in the faculty member's file.

**2. FY2007 Evaluation Schedule.**

The timeline for carrying out these evaluations is detailed below. If you have questions or concerns about the evaluation process, please visit with your Division Chair, Provost, or Assistant Vice President.

<b>Title of Evaluation</b>	<b>Evaluation of</b>	<b>To Be Completed By</b>	<b>Date Due</b>
Faculty Evaluation by Instructional Administrator	Faculty	Instructional Administrator	Friday, March 9 <sup>th</sup>
<b>(A formal "performance review" will be held with each faculty member by the immediate supervisor no later than March 9, 2007)</b>			

In addition to the evaluation of faculty, the following evaluations are to be completed to evaluate other members of the TVCC community.

<b>Title of Evaluation</b>	<b>Evaluation of</b>	<b>To Be Completed By</b>	<b>Date Due</b>
Faculty Evaluation of Instructional Administrators	Instructional Administrators	Appropriate Faculty	Friday, March 2 <sup>nd</sup>
Supervisor Evaluation of Instructional Administrators	Instructional Administrators	Appropriate Supervisor	Friday, April 20 <sup>th</sup>

**Trinity Valley Community College**  
**Fall 2006 Student Evaluation of Course and Faculty**  
**Course Selection Process**

As in the past, the Evaluation Committee has asked the Office of Planning and Institutional Effectiveness to select courses for evaluation as a part of the annual Student Evaluation of Courses. Courses have been selected using the criteria as detailed below. This selection process will ensure that the evaluations of courses are representative of our students experiences overall at TVCC.

**1. NEW FULL-TIME FACULTY**

During their first year, all course sections will be evaluated.

**2. CONTINUING FULL-TIME FACULTY**

Three courses have been selected for full-time faculty employed by TVCC in that capacity for more than one year. In cases where three courses were selected, three principles were used in the selection of courses, including diversity of courses, diversity of course times, and enrollment in courses.

Diversity of Courses & Times:

- In general, courses with greater enrollments were selected when a faculty member taught the same course more or less during the same time-frame for all of their offerings. If a faculty taught 5 sections of English Composition, then the largest courses were selected.
- Where a faculty member taught multiple courses, an attempt was made to select a course representing each course so that a faculty member would have feedback on multiple types of courses. For example, where a faculty member taught 1 section of English 1301, one section of English 1302, and three sections of English 2301, then one course from each was selected.
- When a faculty member taught all of the same courses (English 1301), with three during the day and two at night -- the 2 largest courses were selected, along with one night course.

Course Enrollments: In general, courses with larger enrollments were selected for evaluation. Exceptions to this are evident when issues of course diversity prevailed.

- As mentioned above, there was a general bias for selection of courses where enrollments were greater. (exceptions noted above)
- In cases where courses had less than 5 enrollments, they were not selected.

**3. ALL PART-TIME FACULTY COURSES SELECTED**

All sections taught by part-time faculty have been selected for evaluation.

**4. ALL DEVELOPMENTAL SELECTED**

Regardless of the faculty member, *all developmental courses and all distance education* courses were selected. These courses did not count toward the 3 courses for faculty.

**5. DISTANCE COURSES**

Distance courses will be evaluated online.

**6. ADDITIONAL COURSES MAY BE SELECTED**

If a faculty member wants another course to be evaluated, they may request this *in addition to the courses that have been selected for evaluation*. The request for this should be directed to the appropriate Dean's offices to accommodate additional evaluations. They have additional packets. When requesting this, please ensure that you notify them of the section number of the course and the number of students enrolled, so they can prepare the Evaluation Packet appropriately.