

## PCC RESOLUTION - APPROVED 11/20/08

The Professional Concerns Committee endorses a university-wide pilot of the Online Student Evaluation Project (OSEP) for spring semester, 2009, with the following expectations:

1. That the questions will be identical in content and format (other than being presented online) to those used in the current system, with the exception that student information for current questions 12 (year in college), 13 (cumulative grade point), 14 (current course load), 16 (degree sought), and 17 (gender) will be collected automatically from SIS after the student gives his/her permission for each of these individual items. Those items for which the student chooses to withhold permission will not be collected or reported, as though the student had left the items blank on the paper form used in the current system;
2. That the summary reports available to individual faculty members will provide at least the same content and be presented in the same format as the reports provided by the current system, including cumulative frequency distributions and averages for the discipline, department, college, and university;
3. That the faculty member will be able to review and/or print, at his or her discretion, individual student evaluation forms on a form-by-form basis, analogous to the review of individual paper forms as provided by the current system. Comments and demographic information will be retained with the numerical evaluations on each individual form, as is now the case, and will be readily available to the faculty member for a minimum of one calendar year;
4. That the new system will limit the ability of students to submit evaluation forms to only those sections in which they are currently enrolled, to only one form per student per section, and to only a window of time that does not exceed the last two weeks of actual classes for a full-semester course or the last week of actual classes for an eight-week course;
5. That the new system will limit the length of a student session to complete a single evaluation form to a maximum of 40 minutes, with an unlimited number of sessions for a single section but no opportunity to change the form for a section once it has been submitted;
6. That students will complete evaluation forms individually, outside of any regular or special class meeting. Faculty will not require or allow students to complete forms during a class meeting in a computer lab or other room equipped with computers; and
7. That each faculty member, for each of his or her classes, will utilize the OSEP mechanism for monitoring the percentage of students who have completed the evaluation process and will encourage student participation in the OSEP pilot.