

# Lakehead

UNIVERSITY

## MEMORANDUM

**TO:** Karen Roche, Secretary of Senate  
**FROM:** Batia Stolar, Chair  
Senate Teaching and Learning Committee  
**RE:** Report of the Senate Teaching and Learning Committee (STLC)  
**DATE:** April 8, 2009

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On Friday, March 27, 2009, the Senate Teaching and Learning Committee held a special meeting to discuss the report from the subcommittee on course evaluations, which completed a two and a half year thorough review of course evaluation at Lakehead University and have proposed a new survey entitled "Student Evaluation of Teaching at Lakehead University" to replace the "course evaluation (student satisfaction survey)" currently in use.

I am pleased to report that the Senate Teaching and Learning Committee voted unanimously to

- 1) accept the report of the Subcommittee On Course Evaluation;
- 2) recommend to Senate that the new instrument, "Student Evaluation of Teaching at Lakehead University," be adopted; and,
- 3) recommend to Senate that the proposed changes to the Senate Policy on Course Evaluations be accepted.

The Senate Teaching and Learning Committee acknowledges the thorough, detailed, and time-consuming work of the subcommittee on course evaluations, and extends its gratitude to the members, Dr. Don Kerr, Dr. Moira McPherson, and Dr. Gillian Siddall as well as to all the participants whose tireless efforts in improving this important procedure and measure of teaching at Lakehead University have produced a much improved instrument.

Appended to this report is the detailed report of the subcommittee on course evaluations.

The Senate Committee on Teaching and Learning is bringing the following three motions to the next Senate meeting on Friday, April 17, 2009:

**MOVE that Senate approve the recommendation of the Senate Teaching and Learning Committee to adopt the new instrument entitled "Student Evaluation of Teaching at Lakehead University." (see appendix A)**

**MOVE that Senate accept the proposed changes to the Senate Policy on Course Evaluations (as follows):**

**Academic: ~~Course Evaluations (Student Satisfaction Survey)~~ Student Evaluation of Teaching at Lakehead University**

Effective Date: 10 December 1986, Revised January 26, 2007, **April 17, 2009**

Approved by: Senate

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**~~Course Evaluations (Student Satisfaction Survey)~~ Student Evaluation of Teaching at Lakehead University**

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**1.0 Preamble**

Teaching is a complex and multidimensional activity, and consequently a student ~~satisfaction survey~~ **evaluation of teaching survey** should neither be seen nor used as the sole assessment of teaching and pedagogical practice. It is one measure among many for demonstrating and assessing teaching performance.

**2.0 Purpose**

The main objective of seeking student evaluation of teaching at Lakehead University is to assist instructors in monitoring and improving their effectiveness as teachers. The information may be used as one means of demonstrating teaching effectiveness for decisions regarding merit, renewal, tenure and promotion, and to provide information that may be used to support exceptional teachers nominated for teaching awards.

**3.0 Policy Guidelines**

3.1 ~~Student satisfaction surveys~~ **The student evaluation of teaching survey** will be administered to each section of a course in which there is a minimum class size of five.

3.2 Evaluations will take place near the end of the course preferably during the second and third last week of each course given over one or two terms. For all other courses, evaluations should be obtained as close to the end of the course as practical and possible. In the case of any course given by several instructors, evaluations may be obtained in the last week of each instructor's portion of the course or conducted simultaneously according to the timeline indicated above.

3.3 The anonymity of student responses to the ~~student satisfaction surveys~~ **student evaluation of teaching survey** is of fundamental importance in

maintaining confidentiality and encouraging the free expression of views. The procedures shall ensure that students are not identified once the survey has been submitted.

3.4 The transmission and storage of the survey data will be undertaken in a manner to protect the confidentiality of the instructors' results. Individual course results, and specific student feedback, shall be given only to the instructor concerned, except in the case where the instructor has agreed to make his/her course evaluations public. Instructors who wish to make their survey results available must sign and return authorization to the Office of Institutional Analysis and Government Relations prior to the surveys being conducted.

3.5 A summary of the evaluations, by Faculty, shall be provided to the Deans and the heads of each of the academic units, and to the Senate Committee on Teaching and Learning. The aggregate data shall be posted on the Lakehead University Senate website.

3.6 The ~~student satisfaction survey~~ **student evaluation of teaching survey** must be available in a format which meets the needs of students with disabilities.

#### **4.0 Responsibilities of the Senate Committee on Teaching and Learning**

4.1 The procedures to collect, administer and analyse the data will be developed by the Senate Committee on Teaching and Learning and brought to Senate for approval. The Office of Institutional Analysis and Government Relations will collect the data and compile the results.

4.2 The Senate Committee on Teaching and Learning will review the survey instrument and questions at least every five years. This committee will also receive student, faculty and administrative comments concerning the survey instrument.

4.3 The Senate Committee on Teaching and Learning will be responsible for reviewing, and updating as necessary, this policy every five years.

**MOVE that Senate accept the report of the Senate Teaching and Learning Committee.**