

Proposed revisions to End-of-course evaluation policy

Current	Proposed changes
Title	
Policy on official end-of-course evaluations	
Policy statement	<u>1.</u>
1. McGill University values quality in the courses it offers its students. End-of-course evaluations provide valuable student feedback and are one of the ways that McGill works towards maintaining and improving the quality of courses and the student’s learning experience. Student involvement in this process is critical to enhance the general quality of teaching and learning.	<u>1.1</u>
2. There shall be a university wide course evaluation system, administered through an agreed upon process, which is the official system [Mercury] for collecting course evaluation data from students for all courses subject to evaluation.	1.2
Definitions	<u>2.</u>
3.1 “Academic Unit” includes department, School, Institute and a Faculty without departments.	<u>2.1</u>
3.2 “Academic Unit Head” includes Chair, Director and, where appropriate, Dean of a Faculty without departments, and Provost when a Dean is the instructor.	<u>2.2</u>
3.3 “Courses” shall mean all undergraduate and graduate lecture, seminar and laboratory courses listed in the University Calendar.	<u>2.3</u>
3.4 “Course Evaluations” refers to the end-of-course process of evaluation conducted by means of the Course Evaluation Questionnaire.	<u>2.4</u>
3.5 “Course Evaluation Results” shall mean the results of both the numerical and written comments gathered by means of the Course Evaluation Questionnaire.	<u>2.5</u>
3.6 “Course Evaluation Questionnaire” means the questionnaire devised in accordance with	<u>2.6</u>

Proposed revisions to End-of-course evaluation policy

this policy for such purpose.	
3.7 “Course Instructors” shall mean the members of the academic staff responsible for a Course.	<u>2.7</u>
Purpose	<u>3.</u>
<p>4. Course evaluations, as one indicator of teaching effectiveness, are used to:</p> <ul style="list-style-type: none"> a. help instructors improve the future delivery of courses; and b. inform students about courses and instructors; 	<p><u>3. Course evaluations at McGill shall be used:</u></p> <ul style="list-style-type: none"> a. <u>to help instructors improve the future delivery of courses;</u> b. <u>to inform students about courses and instructors; and</u> c. <u>as one indicator of the quality and effectiveness of teaching.</u>
Scope	<u>4.</u>
5. All courses with five (5) or more registered students shall be evaluated. Any exception must be approved by the Deputy Provost (Student Life and Learning).	<u>4</u>
Content	<u>5.</u>
<p>6.1 The Course Evaluation Questionnaire for each course shall not exceed 25 questions. The Course Evaluation Questionnaire shall consist of three parts:</p> <ul style="list-style-type: none"> a. 4 core questions; b. 21 additional questions, and c. Section for written comments 	<p><u>5.1 The Course Evaluation Questionnaire shall consist of two parts:</u></p> <ul style="list-style-type: none"> a. <u>Required:</u> <ul style="list-style-type: none"> i. <u>4 core questions.</u> ii. <u>Core questions 3 and 4 referring to teaching assistants rather than instructor, if the course has teaching assistants.</u> b. <u>Optional:</u> <ul style="list-style-type: none"> i. <u>Not to exceed 21 questions: the Academic Unit may include up to 18 questions and the instructor(s) may include up to 3 questions.</u> ii. <u>Up to 3 questions related to teaching assistants, if the course has teaching assistants.</u> <p><u>Each part must include a space for students to provide written comments.</u></p> <p><u>Academic Units are encouraged to select questions for Part b from the recommended pool</u></p>

Proposed revisions to End-of-course evaluation policy

	<p><u>of questions following the best practices as identified on the course evaluation web site.</u></p>
<p>6.2 All Course Evaluations Questionnaires shall begin with the following four (4) core questions:</p> <ol style="list-style-type: none"> 1. Overall, this is an excellent course. 2. Overall, I learned a great deal from this course. 3. Overall, this instructor is an excellent teacher. 4. Overall, I learned a great deal from this instructor. 	<p><u>5.2</u></p> <p><u>When applicable, the Academic Unit may replace the word “instructor” by another appropriate term, such as “teacher” or “lab coordinator”.</u></p>
	<p><u>5.3</u> All <u>opinion</u> questions shall be answered on a scale from 1-5 where:</p> <ol style="list-style-type: none"> 1 = Strongly disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly agree <p>Where appropriate, questions shall include a “<u>not</u> applicable” option.</p>
<p>6.3 All Course Evaluations Questionnaires shall also include up to 21 additional questions selected by the Academic Unit, of which up to three (3) may be added by the individual course instructor. Units are encouraged to select these additional questions from the recommended pool of questions following the best practices as identified on the course evaluation web site.</p>	
	<p><u>5.4</u> In multiple instructor courses, each instructor <u>shall</u> be evaluated. Students should not have to respond to more than three (3) instructor specific questions for each instructor.</p>
<p>6.4 All questions shall be answered on a scale from 1-5 where:</p>	<p><u>Moved to 5.3</u></p>

Proposed revisions to End-of-course evaluation policy

<p>—1 = Strongly disagree —2 = Disagree —3 = Neutral —4 = Agree —5 = Strongly agree</p> <p>Where appropriate, questions shall include a “non-applicable” option.</p>	
<p>7. In multiple instructor courses, each instructor will be evaluated. Students should not have to respond to more than three (3) instructor specific questions for each instructor.</p>	<p><u>Moved to 5.4</u></p>
<p>8. Teaching assistants (TAs) shall be evaluated as part of the course evaluation process. Instructors shall share individual results of TA questions with the TA as one way to help them improve their teaching abilities. Students shall not have to respond to more than three (3) TA specific questions for each teaching assistant.</p>	<p><u>Moved to 5.1</u></p>
<p>Timing</p>	<p><u>6.</u></p>
<p>9. The evaluation period shall normally last approximately 3 weeks and end the day before the start of the examination period. Individual academic units may, with the prior approval of the Dean, extend the evaluation period to no later than the last day of exams.</p>	<p><u>6.1 The evaluation period shall normally last approximately six (6) weeks and end no later than two days after the end of the examination period. Academic Units may, with the prior approval of the Dean, may change the closing date of the evaluation period to the day before the start of the examination period and thus shorten the evaluation period to approximately three (3) weeks.</u></p>
<p>10. Results shall not be disclosed to the instructor, the Academic Unit Head or delegate before final grades in the course have been submitted and processed.</p>	<p><u>6.2</u></p>
<p>Anonymity and confidentiality</p>	<p><u>7.</u></p>
<p>11. All course evaluation results shall be anonymous.</p>	<p><u>7.1</u></p>
<p>12.1 Written evaluations in the form of comments shall be considered confidential to the Instructor and the Academic Unit Head or</p>	<p><u>7.2</u></p>

Proposed revisions to End-of-course evaluation policy

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12.2 Numerical evaluation results shall be confidential to the instructor, the Academic Unit Head, and the Dean of the Faculty or their delegates.	<u>7.3</u>																								
12.3 Numerical results may be used by individuals other than the Instructor in reporting only if presented in aggregate form.	<u>7.4</u>																								
Accessibility of results	<u>8.</u>																								
<p>13. Numeric results of course evaluations for the previous three academic years shall be made available to McGill students and academic staff, provided two conditions are met:</p> <p>a) the instructor has granted permission to allow access.</p> <p>b) an adequate response rate has been received, as follows:</p> <table border="1"> <thead> <tr> <th><i>Class size</i></th> <th><i>Response rate (%)</i></th> </tr> </thead> <tbody> <tr> <td>5-11</td> <td>min 5 responses</td> </tr> <tr> <td>12-30</td> <td>at least 40%</td> </tr> <tr> <td>31-100</td> <td>at least 35%</td> </tr> <tr> <td>101-200</td> <td>at least 30%</td> </tr> <tr> <td>201 or more</td> <td>at least 25%</td> </tr> </tbody> </table>	<i>Class size</i>	<i>Response rate (%)</i>	5-11	min 5 responses	12-30	at least 40%	31-100	at least 35%	101-200	at least 30%	201 or more	at least 25%	<p><u>8.1. Numerical results of course evaluations, with the exception of teaching assistant results, shall be made available to McGill students and academic staff, provided two conditions are met:</u></p> <p><u>a. an instructor has not objected to access.</u></p> <p><u>b. an adequate response rate has been received, as follows:</u></p> <table border="1"> <thead> <tr> <th><i>Class size</i></th> <th><i>Response rate (%)</i></th> </tr> </thead> <tbody> <tr> <td>5-11</td> <td>min 5 responses</td> </tr> <tr> <td>12-30</td> <td>at least 40%</td> </tr> <tr> <td>31-100</td> <td>at least 35%</td> </tr> <tr> <td>101-200</td> <td>at least 30%</td> </tr> <tr> <td>201 or more</td> <td>at least 25%</td> </tr> </tbody> </table>	<i>Class size</i>	<i>Response rate (%)</i>	5-11	min 5 responses	12-30	at least 40%	31-100	at least 35%	101-200	at least 30%	201 or more	at least 25%
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	<u>8.2 Results shall be available for the previous fifteen semesters (five academic years).</u>																								
Use	<u>9.</u>																								
14.1 Instructors shall discuss the results of their course evaluations annually with the Academic Unit Head, mentor, or a consultant from Teaching and Learning Services.	<u>9.1</u>																								
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Proposed revisions to End-of-course evaluation policy

source about specific courses and instructors.	
Oversight	<u>10.</u>
<p>15. The Office of the Provost shall be responsible for the application of this policy and its principles.</p> <p>Each Department is responsible for implementing the course evaluation procedure consistent with this policy and University administrative practices.</p>	<p><u>10</u> The Office of the Provost shall be responsible for the application of this policy and its principles.</p> <p>Each Academic Unit is responsible for implementing the course evaluation procedure consistent with this policy and University administrative practices.</p>
Depository	<u>11.</u>
<p>16. There shall be a University wide depository for course evaluation questionnaires. Results data for each department shall be permanently retained in electronic form only. The University's system (Mercury) will serve as the depository.</p>	<u>11</u>
Required statements	<u>12.</u>
<p>17. The following statement concerning the purpose, uses, utility, and mode of accessibility shall be put at the top of every course evaluation questionnaire by the University:</p> <p><i>"Subject to certain limitations, end-of-course evaluation results are to be accessible to the McGill community. A statistical summary of responses will be used:</i></p> <ul style="list-style-type: none"> 1. <i>to help instructors improve future offerings of courses;</i> 2. <i>to inform students about courses and instructors-</i> <p><i>Any written comments will be used to provide useful information (e.g., suggested improvements) to the instructor and Head of the academic unit but will not be available to the McGill community.</i></p> <p><i>Course evaluations are completely anonymous.</i></p> <p><i>Results are not available to an instructor until the final grades for the course have been</i></p>	<p><u>12.1</u> The following statement concerning the purpose, uses, utility, and mode of accessibility shall be put at the top of every course evaluation questionnaire by the University:</p> <p><i>"Subject to certain limitations, end-of-course evaluation results are to be accessible to the McGill community. A statistical summary of responses will be used:</i></p> <ul style="list-style-type: none"> <u>a.</u> <i>to help instructors improve future offerings of courses;</i> <u>b.</u> <i>to inform students about courses and instructors; <u>and</u></i> <u>c.</u> <i>as one indicator of the quality and effectiveness of teaching.</i> <p><i>Any written comments will be used to provide useful information (e.g., suggested improvements) to the instructor and Head of the academic unit but will not be available to the McGill community.</i></p> <p><i>Course evaluations are completely anonymous.</i></p> <p><i>Results are not available to an instructor until the final grades for the course have been</i></p>

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<p><i>submitted and approved.”</i></p>	<p><i>submitted and approved.”</i> <u><i>“add French version here”</i></u></p>
<p>18. The following statement shall be put by the University at the top of course evaluation results that are disseminated to students: “End of course evaluations results, as one indicator of teaching effectiveness, are used to:</p> <ol style="list-style-type: none"> 1. help instructors improve future offerings of courses; and 2. inform students about courses and instructors. <p><i>Written comments are treated as confidential and are not made available to the McGill community.</i></p> <p><i>“Total number of completed evaluations xx</i></p> <p><i>Total enrolment in course xx</i></p> <p><i>Response rate xx%”</i></p>	<p><u>12.2</u> The following statement shall be put by the University at the top of course evaluation results that are disseminated to students: <u><i>“End-of-course evaluations results at McGill are used:</i></u></p> <ol style="list-style-type: none"> <u><i>a. to help instructors improve the future delivery of courses;</i></u> <u><i>b. to inform students about courses and instructors; and</i></u> <u><i>c. as one indicator of the quality and effectiveness of teaching.</i></u> <p><i>Written comments are treated as confidential and are not made available to the McGill community.</i></p> <p><i>“Total number of completed evaluations xx</i></p> <p><i>Total enrolment in course xx</i></p> <p><i>Response rate xx%”</i></p> <p><u><i>“add French version here”</i></u></p>