



California Institute of Integral Studies

Policies, Procedures and Documents:

Administration and Processing of Course Evaluations

Evaluations by students of every section of every credit bearing course are conducted each academic semester. Department and program chairs as well as the academic vice president have access to the results of the anonymous student evaluations as soon as they are completed. Instructors have access to results one week after grades are due, or as soon as grades have been submitted thereafter. The Faculty Evaluation, Promotion and Scholarship Committee (FEPS) and individual faculty reviewers also have access to the completed course evaluations to utilize results in conjunction with applications for faculty contract renewal and promotion.

Requirements for both online and paper course evaluations:

1. Student evaluations of courses are anonymous.
2. The instructor will not be in the room when students are completing course evaluations.
3. Instructors will not be provided access to evaluation data until after all final grades for the course have been submitted.
4. All aspects of the evaluation process, including collection and storage of data, will be conducted with due regard for necessary privacy and security policies, guidelines, and practices.
5. Evaluation data are stored in accordance with current university policy and practice regarding the secure storage of sensitive personnel data.
6. The sharing and dissemination of all evaluation data conforms to the current policies related to hiring, retention, and promotion.
7. All course evaluations, whether online or paper, use the same form with the same set of questions for each term.

Online and Paper Evaluation Processes

CIIS administers both online and paper evaluations as designated by each program. The form for both processes is identical and data is collected and analyzed using the same software.

Online Course Evaluation Process

1. One (1) week before the last date of instruction, students are sent notice via email that the online course evaluation is available. The notice explains the purpose of the course evaluation and includes a direct online link to it.
2. One (1) week before the last date of instruction, instructors receive notice via email that online course evaluations have been sent to students. This message includes a copy of the message sent to the students and requests instructors to directly encourage their students to complete the evaluations.
3. Access to the results of the online evaluation are provided to the instructor one week after final grades are due. Instructors only receive results directly from the Evaluations Administrator if the Office of the Registrar has designated grades as being submitted. Otherwise, instructors will need to send an individual request for their results to surveys@ciis.edu or contact their program coordinator if grades are submitted after the final grade submittal date.

Paper Evaluation Process

Course evaluations are completed by students on the last or second-to-last day of class. Evaluation forms will be distributed and their completion supervised by a designated reliable student. The student will distribute the evaluation forms, read the instructions aloud, and collect the finished forms. The completed forms will be sealed into the evaluation envelope and taken immediately after class to the mail drop at the 4th floor reception in the main building at CIIS.