

ADMINISTRATION AND USE OF STUDENT COURSE EVALUATIONS  
SUNY Cobleskill

Process for in-class course evaluations

- Schedule end-of-term evaluations in the last two weeks of the semester.
- Discuss with students the importance of the evaluations and how they will be used by the faculty member, the department, and the college for the improvement of instruction.
- Forms are completed anonymously.
- Provide an envelope for all students to insert the completed surveys.
- Assign a student volunteer to seal the envelope, write his/her name across the envelope seal, and deliver the envelope to the respective school secretary.
- Faculty must not be present when the evaluations are being completed and should not collect the forms.
- Faculty may not review end-of-term forms until after final grades are submitted.

Use of Results

Results of course evaluations are intended for faculty to use for course improvement. When reviewing end-of-term course evaluations, faculty are encouraged to look for patterns of feedback and distribution of student responses rather than being overly concerned about minutiae or negative/positive comments that are outliers. Consultation with an assessment leader and with faculty peers can help sort out important information, interpret results, and identify possible actions, strategies, or resources for improvement.