

South Dakota Board of Regents Student Opinion Surveys Administration Guidelines

I. Policy Overview & Background

- A. In December 2005, The South Dakota Board of Regents approved a recommendation from the Student Opinion Survey Task Force to select the IDEA Student Ratings of Instruction for gathering student opinion data for use in faculty evaluation. In March 2006, the System Guidelines for Administration were approved. Beginning with Spring 2006, the IDEA Survey Form, *Student Reactions to Instruction and Courses*, will be used.
- B. The current agreement between the Board of Regents and the Council of Higher Education requires that every faculty member be evaluated annually. The major purposes of the evaluation are to determine the level of performance relative to established standards, to assess progress toward promotion and/or tenure, and to inform annual salary decisions. (Section XI. 2-1). In regard to student opinion surveys and their relationship to evaluations, the agreement states that “the evaluation...will include student opinion surveys...if the faculty unit member’s duties include teaching.” (Section XI: 11.2.2).

II. Frequency of Administration

- A. Every instructor of record, will administer either the diagnostic or short form of the student opinion survey. The minimum administration of the student opinion survey will be determined by the supervising administrator based on the following professional ranks.
 - 1. Tenure-Track Faculty. Tenure track faculty will administer the diagnostic/short form every semester in every section of every course during every term. The only exemption for tenure-track faculty is for a multiple section course when multiple sections are taught by the same faculty member. In this situation a student opinion survey does not need to be administered in every section of a multiple section course. The supervising administrator will designate which sections of a multi-section course will be given student opinion surveys. This decision by the supervising administrator may be made anytime during the term.
 - 2. Lecturers and Repeating Term Faculty. Lecturers and repeating term faculty will administer the diagnostic/short form in at least one section each year.
 - 3. Tenured Faculty. Tenured faculty will administer the diagnostic/short form in every section in a given semester at least once every three years.
 - 4. Part-time and Occasional Term Faculty. Part-time and occasional term faculty will administer the diagnostic/short form as needed.
 - 5. Additional Administration.
 - a. Department chairs/heads, deans, or the vice-president for academic affairs may require the survey of any course.

- b. The faculty member of record may request the administration of the student opinion survey in any course that may fall outside of the minimum schedule requirements.

B. Exemptions

The Vice President for Academic Affairs may approve course exemptions from the evaluation process (thesis, dissertation, independent study, clinical sections, special topics, capstone, practicum, student teaching, etc).

- C. Regardless of the rotation employed for administering the diagnostic/short form according to instructor professional rank, institutions must provide students an opportunity to provide written comments in a confidential manner.
 - 1. The mechanism and format for providing this opportunity to student shall be approved by the System Vice President for Academic Affairs.
 - 2. Data obtained through this mechanism shall be provided to the supervising administrator and instructor of record.

III. Personnel

A. Board of Regents

The Associate Vice President for Academic Affairs will serve as the Board of Regents' contact person for IDEA SRI.

B. Regental Institutions

- 1. Each university will identify individual(s) with overall management responsibilities related to IDEA Student Ratings of Instruction (SRI). This person will serve as the primary contact person for the IDEA student rating system and the Board of Regents personnel regarding the administration of the IDEA SRI at his/her institution.
- 2. The Universities may appoint a coordinator for distance/internet courses and one for on-campus courses.
- 3. The university's contact person will be responsible for ordering IDEA materials and ensuring that the forms are returned to IDEA for processing. Refer to *IDEA Fee Schedule and Order Form* and the *Guide to Shipping the IDEA Student Ratings of Instruction* from the IDEA Center Packet. While each university is responsible for ordering, IDEA will provide a discount based on the combined order from the Regental Institutions.

IV. Administration Procedures

A. Form Selection Procedures

- 1. Administration of the surveys must be in compliance with IDEA and university procedures.

2. Universities will develop appropriate local procedures for managing the administration of the IDEA system and instructions for classroom administration of the IDEA system. (Sample is available in the *IDEA Directions to Faculty*.)
3. An electronic version of the Student Opinion Survey will be used for electronically delivered courses, and may be used for other courses as deemed appropriate by the administration.
4. A Student Comments section will be provided in the Student Opinion Survey.

B. Distribution Procedures

1. The Student Opinion Survey should be administered during the last three weeks of class instruction prior to finals week and at the beginning of the class period. It is important to provide students with sufficient time to complete these surveys confidentially.
2. A designated person other than the faculty member will remain in the classroom and will distribute and collect the surveys, place them in a sealed envelope, and deliver them to the designated office.
3. The faculty member is not present in the classroom when students are completing the survey. The faculty member must be available to begin class once surveys are completed and collected.

C. University Affiliation

1. To prevent duplication, the originating Regental Institutions (whose faculty member is providing the instruction) is responsible for surveying its distance education students/courses (paper based or online) regardless of the students' locations.

D. Reliability Measures

1. Each University will determine the minimum number of completed forms needed for reliability and validity. IDEA recommends that there be at least ten (10) forms submitted for report reliability or a number that is representative of the course enrollment (perhaps 5 or 7 for graduate courses).
2. Sections with fewer than 10 students enrolled at the time the IDEA instrument is to be administered will be exempt from data collection unless specifically requested by the faculty member.
3. All related sections of distant delivered courses (on/off campus, distance, in/out of state) may be combined where appropriate to maximize enrollment and ensure a reliable report.

Use of Student Opinion Surveys

See Section 11.4 of the 2005-2008 SDBOR/COHE Agreement.