

University of Minnesota, Morris
Procedures for Student Opinion of Teaching Survey

(Revised October 1993)

(updated editorially for semesters October 1999)

Near the end of each semester at UMM, a student opinion survey is undertaken as part of faculty evaluation and development. Student opinions of teaching effectiveness are solicited for all regularly scheduled courses and the results become part of the documentation needed to arrive at recommendations for promotion, tenure, and salary adjustments and for faculty improvement of teaching. The following procedures will govern the administration of the survey for the 2006-07 year:

1. The student opinion survey is normally conducted during the thirteenth week of regular classes each semester.
2. During the sixth week of classes each semester, the instructor of each course to be surveyed is asked to submit to the division secretary the name of a student volunteer from his/her class who will administer the opinion survey. Faculty who wish to have the completed surveys reviewed for sexist or racist remarks (see #6 below) will notify the division secretary at this time. The division secretary will mark the appropriate course envelopes.
3. The standard Student Opinion of Teaching Forms for each course will be sent to division offices. Faculty are welcome to create additional survey forms, but no questions on these forms may in any way endanger student anonymity. Faculty constructing additional forms need to give these to their division office in a timely fashion to provide adequate preparation time. Division secretaries will prepare an envelope for each course for the standard forms; faculty are responsible for preparation of an envelope for additional materials. The student volunteers will pick up the forms from the division offices on the day the survey is to be conducted and will return the completed forms immediately after the survey is completed.
4. The name of the course, five digit course number and instructor along with the actual enrollment in the class at the time of the survey must be written on the course envelope(s). Double-listed courses are combined under one entry rather than having separate enrollments listed. **For courses that are team taught, separate evaluations are conducted for each faculty member.**
5. The survey is to be conducted on a day chosen by the instructor, who shall not be present when the survey forms are being completed. It is recommended that at least fifteen minutes be allocated at the beginning of the class session. The student volunteer in each class should ask those present to raise their hands if they have not heard the survey statement or would like to hear it again. If any hands are raised the following statement shall be read:

Your responses to this questionnaire are important because they will be used in tenure, promotion, and salary decisions for your instructor. While you are not required to complete the evaluation, your thoughtful written comments are especially requested, and may help your instructor improve future course offerings. The first five questions on this questionnaire are uniform throughout the University of Minnesota system and mandated by the University Senate.

The results of this evaluation (including the evaluation forms) will not be returned to the instructor until after the final grades are submitted for this course. If a student is concerned about his or her anonymity, that person should contact the faculty member's Division chair and communicate his or her evaluation anonymously. Remarks inappropriate to an evaluation form, such as racist or sexist comments, may cause the form to be discarded.

The student volunteer will then distribute the forms to each student present, and return them to the Division Office after all the students have completed the survey.

6. The division secretary will send the completed forms to the Computing Services Center for tabulation, with one exception. The course envelopes to be reviewed for racist or sexist comments will be sent to the Faculty Consultative Committee. The Faculty Consultative Committee, or its designated representative(s), will review the forms it receives in a timely manner and discard forms containing student remarks about an instructor's personal appearance, racist or sexist comments, or statements or drawings constituting sexual harassment. The Faculty Consultative Committee will mark the number of remaining forms on the course envelopes and send them to the Computing Services Center for tabulation. After the forms have been processed, they will be returned to the division offices.
7. The surveys are confidential, open only to the evaluated faculty member and to those University officers (faculty or staff) directly involved in his or her tenure, promotion, and salary review. Every effort is made to safeguard confidentiality, for students and faculty, throughout the evaluation process.

University of Minnesota, Morris Student Opinion of Teaching Form

Use a No. 2 pencil or blue or black ink pen only.
Do NOT use red ink or felt tip pens!

Class Number:

Instructor

My major(s)--see back of page for codes

My GPA:

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

Fr	So	Jr	Sr	Other
1	2	3	4	5

GER Major	Minor	Elective	
1	2	3	4

N	D	C	B	A	S
1	2	3	4	5	6

Almost Nothing			Moderate Amt		Exceptional Amt	
1	2	3	4	5	6	7

Very Poor			Satisfactory		Exceptional	
1	2	3	4	5	6	7

1	2	3	4	5	6	7
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1	2	3	4	5	6	7
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1	2	3	4	5	6	7
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1. My class year.
2. This course required for.
3. I expect to receive following grade.
4. How much would you say you learned in this course?
5. How would you rate the instructor's knowledge of the subject matter?
6. How would you rate the instructor's respect and concern for students?
7. How would you rate the instructor's overall teaching ability?
8. How would you rate the physical environment in which you take this class, especially the classroom facilities, including your ability to see, hear, concentrate and participate?

Please turn over for written comments

9. What were the instructor's greatest strengths?

10. What were the most important things that you got from this course?

11. What would you like to see improved in this course?

UMM Major Codes

041 None	510 Management	776 Pre-Nursing
080 Anthropology	520 Math	780 Pre-OT
090 Area of Conc	580 Music	781 Pre Optom
104 Art History	613 Option II	784 Pre-Pharm
132 Biology	652 Philosophy	788 Pre-PT
155 Bus Econ	658 Phy Educ	796 Pre-V Med
168 Chemistry	676 Physics	803 Pre-Nat Re
196 Comput Sci	712 Polit Sci	812 Psychology
248 Economics	723 Pre-Agri	856 Soc Sci
272 Elem Educ	728 Pre-Arch	868 Sociology
276 English	736 Pre-Bus	876 Spanish
289 Europn Stu	740 Pre-Dent	884 Spch Comm
336 French	752 Pre-Enginr	888 Sp/Th Arts
356 Geology	757 Pre-H Econ	900 Statistics
364 German	760 Pre-Jour	904 Studio Arts
374 Health Ed	762 Pre-Law	920 Theat Arts
380 History	764 Pre-M Tech	928 Univ Coll
381 HS Special	768 Pre-Med	970 Womens St
482 LAAS	771 Pre-Managm	990 Undecided
494 LAHS	772 Pre-Mort Sc	999 Non-Degree