

Memo To: All UH-Downtown/PS Holders
From: William Flores, President
Subject: Student Course Opinion Surveys

UH-Downtown/ PS 03.A.26
Issue No. 3
Effective date: 06/27/2014
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1. PURPOSE

This PS states the University of Houston–Downtown policy on student course opinion surveys.

2. DEFINITIONS

2.1 Student course opinion survey: refers to the end-of-term opinions of students enrolled in the course regarding course content and instruction.

3. POLICY

3.1 Student course opinion surveys will be conducted for all courses at the end of each academic term.

3.1.1 Survey instruments are completed anonymously.

3.1.2 The results of the course opinion surveys are released to the instructor immediately after semester grades are released to students.

3.2 Office of the Senior Vice President for Academic Affairs and Provost oversees the implementation of the student opinion survey each semester.

3.3 The Academic Policy Committee in conjunction with the Office of the Senior Vice President for Academic Affairs and Provost will identify and/or develop the survey instrument. Colleges, departments, and/or individual instructors may add questions to the survey instrument.

3.3.1 Prior to spring 2011 department chairs maintain files of all completed course opinion surveys. Beginning spring 2011 instructors have electronic access to their completed course opinion surveys.

3.3.2 The integrity of the surveys will be maintained by the instructor, examples include but are not limited to, not being present in the room; not having access to survey results before grades are posted; and not offering incentives.

4. PROCEDURES

Procedures for this policy are imbedded in the Policy section.

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

Responsible Party (Reviewer): Senior Vice President for Academic Affairs and Provost

Review: As needed.

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

Issue #1: 09/18/92

Issue #2: 01/15/08

8. REFERENCES

There are no references for this policy.