

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ACADEMIC SENATE

FACULTY AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

**FA-004-189**

**Policy 1329 Modification for Course Evaluation for Periods Shorter than Semesters**

Faculty Affairs Committee

Date: 10/17/2018

Executive Committee  
Received and Forwarded

Date: 01/16/2019

Academic Senate

Date: 01/30/2019  
First Reading  
02/27/2019  
Second Reading

## **Referral**

Policy 1329 Modification for Course Evaluation for Periods Shorter than Semesters.

## **Background**

This referral proposes a modification to Policy 1329 (Item H.) Student Evaluation of Teaching. As written, Section H states “All student evaluations shall be administered between the start of the 13th week and the end of the 15th week of the academic semester“. This policy is too restrictive.

Currently the College of Business has five sections of one course, BUS 3201 Globalization, taught by 5 faculty. The faculty rotate through the sections every three weeks to deliver the content relevant to their discipline. While students remain in one classroom, faculty rotate through the 5 sections teaching about globalization in 5 different disciplines.

It is preferable for students to evaluate the course closer to the time when they took the three week segment. This way, the student can objectively evaluate the course on the criteria and not rely on their memory long after that segment. Waiting until the end of the term for the evaluation is too long. Students evaluating 5 faculty at a time are less likely to do a thoughtful job on the evaluation.

Suggest modifying the policy to read “All student evaluations shall be administered between the start of the 13 and the end of the 15th. In the case of shorter academic evaluation period (team taught course, courses shorter than 15 weeks) the evaluation will be given during the last week of instruction with that professor.”

In the future, if we offer accelerated intersession courses, this policy is also too restrictive.

## **Resources**

None

## **Discussion**

The Faculty Affairs committee (FAC) discussed this issue and wrote the below modification (see recommendation) to Policy 1329 (Item H) to cover accelerated classes that take place in fewer than 15 weeks as well as team taught classes.

## **Recommendation**

We suggest the following changes to Policy 1329 - Section H:

[https://www.cpp.edu/~academic-programs/univ-manual/avp-documents/1325-1349/policy\\_1329\\_student\\_evaluation\\_of\\_teaching.pdf](https://www.cpp.edu/~academic-programs/univ-manual/avp-documents/1325-1349/policy_1329_student_evaluation_of_teaching.pdf)

All student evaluations shall be administered between the start of the 13th week and the end of the 15<sup>th</sup> week of the academic semester. There are two exceptions: One, when multiple instructors teach a class, the evaluation for each individual instructor shall take place during the last two weeks of the instructional period of each individual instructor. Two, when the duration of a course spans fewer than 15 weeks the evaluation shall take place during the last two weeks of the instructional period.