

SENATE BILL #1952

Title: ASUW Course Evaluations Committee

Date: March 24, 2000

Authors: ASUW Executive Branch

Sponsors: Senators Kenney and Taylor

1. WHEREAS, the 1997-1998 Student Needs Assessment Survey indicates that a
2. substantial number of students would use teaching evaluations if made
3. accessible (out of 505 respondents, 20.6% strongly agreed, 61.0% agreed,
4. 12.1% disagreed, 1.2% strongly disagreed, and 5.1% had no opinion); and
5. WHEREAS, current UW course evaluations are not accessible to students
6. to assist in the future selection of courses; and
7. WHEREAS, an objective evaluation made available to students for course
8. selection would enhance the teaching/learning experience by helping eliminate
9. student uncertainty in course selection as well as provide additional feedback to
10. faculty; and
11. WHEREAS, the ASUW Course Evaluation ad-hoc committee (established
12. through Senate Bill #1906) completed evaluation of such a program with
13. recommendations for implementation, including evaluation questions and
14. procedural guidelines.
15. THEREFORE, be it enacted that the Student Senate of the Associated Students
16. of the University of Wyoming creates the ASUW Course Evaluations
17. Committee (CEC) as an ASUW entity (as outlined in Addendum A); and
18. THEREFORE, be it further enacted that the Associated Students of the

19. University of Wyoming allocate \$6,700.00 for the course evaluations for FY 2001
20. from the ASUW Reserve, to be managed by the ASUW Course Evaluation
21. Committee (see Addendum B).

Referred to: Academic Affairs Committee

Date of Passage: April 4, 2000 Signed: *James M. Payne*
(ASUW Chairperson)

"Being enacted on April 6, 2000, I do hereby sign my name hereto and
approve this Senate action." *Nathaniel Hamrose*
ASUW President

ASUW Course Evaluations

An ASUW Service

Program Administration

ASUW Course Evaluation Committee (CEC). Primary responsibility for the administration and oversight of the ASUW Course Evaluations will fall under the newly created CEC. All CEC members will be appointed by the ASUW President and approved by the ASUW Senate in accordance with the ASUW Constitution and ASUW By-Laws. The ASUW President will select the chairperson from the appointed committee members. The Course Evaluation Committee shall be composed of:

- one Executive Assistant
- two ASUW Senators (that will serve as ex-officio committee members)
- one faculty member
- one staff or faculty member from Information Technology or the Department of Computer Science, respectively
- a minimum of two Students-at-Large, including one Freshman Senator

Given the intensive nature of distributing and collecting the evaluations and transferring the collected data to a website, the CEC may request assistance from ASUW Executives, ASUW Senators, the ASUW Office work-study, and the ASUW Secretary.

CEC Responsibilities. The CEC shall have the following responsibilities:

1) Oversight of the general process, including:

- Purchasing the scannable documents.
- Printing the ASUW Course Evaluation sheets.
- Distributing the ASUW Course Evaluation sheets and scannable documents to Department Heads, and collecting the evaluations following their completion.
- Scanning the answer sheets, collecting the data, and transferring the data to an Internet database and to an ASUW Course Evaluation Website.
- Marketing the ASUW Course Evaluation Website to the UW student body.

2) Program maintenance and modification, including:

- Modification of the Course Evaluation Handout, with ASUW Senate approval (e.g. addition or deletion of questions).
- Modification and maintenance of both the Internet database and the website for the ASUW Course Evaluations.
- Creation of the yearly ASUW Course Evaluation budget request, with the assistance of the ASUW Business Manager.
- Modification of the Course Evaluation procedural guidelines, with ASUW Senate approval.

ASUW Course Evaluation Procedural Guidelines:

- 1) Scale will be the following:
strongly agree (A), agree (B), neither agree/disagree (C), disagree (D), strongly disagree (E)
- 2) Published evaluations will include
 - course name, number, year and semester
 - professor's name
 - mean rating for each question
- 3) The course evaluation publication (website) will contain only evaluations for courses with greater than 10 students enrolled and evaluations that are completed by a minimum of 50% of the students enrolled for the given course.
- 4) The course evaluation will contain only multiple choice questions and will not contain a written-response section.
- 5) Evaluations will be administered and compiled at the end of the fall and spring semesters, and the data will be transferred to the ASUW Course Evaluation Website in a timely manner.

Course Evaluation Handout*ASUW Course Evaluations – for students, by students***TURN TO SIDE 1 OF THE ANSWER SHEET**

- 1) **NAME section:** Enter DEPARTMENT name followed by the INSTRUCTOR'S LAST NAME (e.g. BIOL SMITH or POLS JONES). [If you are A&S or G&R, enter AS or GR, respectively.]
- 2) **GRADE section:** Enter Grade Level (Freshman = 13, Sophomore = 14, Junior = 15, Senior = 16, Graduate/Professional = 0).
- 3) **SPECIAL CODES section:** Enter COURSE NUMBER (e.g. 1000 or 3500).
- 4) Answer the following questions accurately and fairly, according to the following scale:

strongly agree (a), agree (b), neither agree/disagree (c), disagree (d), strongly disagree (e)

Course Assessment

1. The course enhanced my knowledge and understanding of the subject matter.
2. I was challenged to think by this course.
3. Learning objectives, syllabus and assignments were clear and readily available.
4. Course material was well organized.
5. Textbook and/or other materials were useful in this course.
6. Out of class assignments/homework were relevant.
7. Lecture/in class assignments were relevant.
8. Exams fairly represented material covered in class or assigned.
9. The difficulty of the course was appropriate.
10. The amount of work for the course was appropriate.

Instructor Assessment

11. The instructor organized class sessions well.
12. The instructor returned graded exams and assignments quickly enough to benefit the students.
13. The instructor gave helpful feedback on assignments and exams.
14. The instructor treated all students fairly and with respect.
15. The instructor was available for consultation outside of class.
16. The instructor created an atmosphere that encouraged students to ask questions.
17. The instructor explained course material well.
18. The instructor made the course interesting.
19. I learned a lot from this instructor.
20. I would take another course from this instructor.

Budget for the ASUW Course Evaluation Committee

INCOME

ASUW Reserve	\$6,700.00
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EXPENSES

supplies	\$6,300.00
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- 80,000 NCS form no. 4521 answer sheets (\$4,200.00)
- 80,000 ASUW Course Evaluation Sheets
printed by UW Printing and Graphics (\$2,100.00)

miscellaneous	\$ 400.00
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total	\$6,700.00
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