



UNIVERSITY OF  
BRIDGEPORT

# POLICY AND PROCEDURE

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<b>TITLE:</b>	<b>Course Evaluation Surveys</b>
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## **POLICY STATEMENT:**

University of Bridgeport encourages students to use the course evaluation system (IOTA 360) to evaluate all courses, faculty, and adjuncts. The course evaluation procedure helps determine the extent of student satisfaction and their experience with their courses and instructors' performance. Student evaluations provide useful feedback to the University for course and faculty improvement. Although aggregated results are generally available to the college community, students who complete course evaluation surveys are promised anonymity and confidentiality. Individual departments and programs set the threshold for minimum standards. The course evaluation data is reviewed by the members of Senior Cabinet, Senior Director of Institutional Research and Assessment, deans, associate deans, program directors, and instructors each semester. The results obtained during the course evaluation allow monitoring faculty effectiveness.

## **PROCEDURE DETAILS:**

Student course evaluations occur in the last 2 weeks of each course module, for a total of six administrations per year (i.e., three each semester, at the end of the 7.5 week and 15-week classes). Two weeks prior to the administration, the vendor (IOTA 360) receives a data file, produced from Informer by staff in the Office of Institutional Effectiveness, that contains all the students, course and faculty information. Administrators, faculty and students receive emails from the Provost (but sent by the vendor) alerting them to the upcoming administration, and receive periodic reminders during the administration period, which encourage students to complete the survey, and the faculty to remind the students. Approximately two weeks after the close of finals, the results are available to administrators and instructors on a vendor-maintained website. Deans, associate deans, program directors and instructors can view the results appropriate to their level of management. In addition to that, staff in the Office of Institutional Effectiveness create separate reports for each college. Typically, these reports are ready by the middle of the next semester. Each of them includes data about medians and average scores for a college per mod, distribution chart of all scores received by instructors for the whole semester, and a summary chart that reflects information about an instructor's score (a score for academic program, and a score regarding particular questions).

## **PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

## **DEFINITIONS:**

Course evaluations are done by an outside vendor (IOTA 360) who provides the necessary technology, support and expertise, and to help assure confidentiality for participants. This vendor also maintains the website, collects and analyzes the responses and produces most of the reports. University of Bridgeport provides the vendor with student, staff, faculty, and course data. The members of Senior Cabinet, Senior Director of Institutional Research and Assessment, deans, associate deans, program directors and instructors can all view the results appropriate to their level of management.

**EXCLUSIONS:**

N/A

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

All deans, associate deans and program directors  
Senior Director of Institutional Research  
Assessment Provost and Dean of Faculty

**HISTORY:** While the college has a long history of conducting course evaluation surveys, IOTA online administration began in 2022. The College Committee on Assessment approved the course evaluation policy and procedure in the fall 2015. Reviewed in the September 2019. Updated with new logo / university January 2020. Updated in 2024.

<b>EFFECTIVE DATE:</b>	Fall 2022
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Institutional Effectiveness
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**

N/A