**TO:** Committee on Academic Programs (CAP)

**FROM:** Steering Committee

**RE:** Student Evaluation of Teaching

**DATE:** October 2, 2008

**Background:**

In June 2005, the TCNJ Board of Trustees approved Memorandum of Agreement #64 (attached), setting out procedures and responsibilities for collecting and using student feedback on teaching. Subsequently, a Faculty Senate ad hoc committee issued a report (attached) that developed key principles regarding Student Evaluation of Teaching, made recommendations on the characteristics of the instrument to be used, and presented a draft instrument. In fall 2005, the Steering Committee charged the Committee on Academic Programs (CAP) to evaluate the principles and characteristics (taking into account the College’s Promotion Document and ongoing discussions of the teacher-scholar model) and review the draft instrument. CAP did so, approving the new Instructor and Course Feedback Form in February 2006 (Minute excerpts attached); the form went into use at the end of that semester. CAP also recommended at the time that the form should be evaluated in 2-3 years. Later, in March 2007, The Steering Committee charged CAP with considering a request from Dean Susan Albertine (attached) that a question regarding the instructor’s overall teaching effectiveness, comparable to the deleted “item 15” on the old instrument, be added to the new form. CAP asked that such a consideration be delayed and then folded into a planned review of the instrument and related procedures scheduled for Fall 2008. The Steering Committee agreed. In July, 2007, a new TCNJ Promotions and Reappointment Document was approved by the Board of Trustees.

**Charge:**

In light of these many requirements, expectations, and policy changes, the Steering Committee requests that the Committee on Academic Programs reviews the current Instructor and Course Feedback Form and the procedures (e.g., electronic or paper administration) established for its administration and recommend appropriate changes in the form and related procedures.

**Testimony:**

In making such recommendations, please note how CAP solicited testimony from the college community. While any recommendations will most directly impact faculty members, it is important that the committee also gathers testimony from interested students and staff members as well as the AFT.

**Timeline:**

Steering asks that this work be completed by the end of the Fall 2008 semester.