



Operating Protocol & Procedure

Details:

Number: 618

Title: Student Evaluation of Instruction (SEI)

Category: Instruction

Office of Primary Responsibility: Office of Institutional Research & Effectiveness

Approval Date: 8/31/15

Effective Date: 8/31/15

Revised: 4/10/17

Purpose:

To define the procedures and steps for the evaluation of PCC courses and course facilitators by students, also known as Student Evaluation of Instruction (SEI).

Applicability:

Academic and campus deans, all department chairs, Academic Excellence Administrators (AEAs), most PCC instructors and faculty members, and the, Office of Institutional Research & Effectiveness.

Definitions:

AEA – Academic Excellence Administrator

Banner – The Official Student Information System for Pueblo Community College which maintains student and course records and information, among other things.

CRN – Course Reference Number (a unique course indicator within each term)

IR – Office of Institutional Research & Effectiveness

SEI – Student Evaluation of Instruction

State Board – refers to the State Board for Community Colleges and Occupational Education; also referred to as “the Board.”

Colorado Community College System – referred to as “System” or CCCS.

References:

State Board Policy BP 3-31 ([Evaluation of Job Performance](#))

System President Policy SP 3-10 ([Employment Practices for Instructors](#))

System President Policy SP 3-31 ([Evaluation of Faculty Job Performance](#))

PCC Operating Protocol-Procedure #219 ([Faculty Evaluation & Compensation](#))

PCC Operating Protocol-Procedure #223 ([Part-Time Instructor Evaluation](#))

Attachments or Related Forms/Documents:

None

Operating Protocol:

SEIs are conducted every semester in order to obtain additional feedback on instructors and faculty members that can be used by both the individual being evaluated and his/her supervisor(s) in an effort to practice continuous quality improvement.

Procedure:

- The SEI process applies to courses deemed to provide substantial, purposeful, didactic interaction between instructor and students.
 - The SEI process is not intended to evaluate courses with a session type (as listed in Banner) of Clinical, Cooperative Education (Co-Op), Internship, or Practicum, as these course or session types do not meet one or more of the aforementioned criteria for the SEI process (substantial, purposeful, didactic interaction between instructor and students).
- SEI forms are intended to evaluate PCC employees or high school teachers of a PCC course who are designated as the Instructor responsible for the course. “Assistants”, “helpers”, etc. are not to be evaluated through this process.
- SEIs will be delivered in the same manner (electronically, paper, etc.) and timing to all students in a course section to avoid instrument bias. Students can contact the Disability Resources Office for an alternate version of the form.
- IR will only utilize SEI forms that have been approved by Faculty Council via the Faculty Evaluation Committee to complete this process. If a different or modified form is desired, the department chair should contact IR or the Faculty Evaluation Committee directly.
- Only electronic SEI survey forms will be distributed by IR to CCCS-issued Student Email accounts. Paper and alternate versions of the SEI form will be available to the Disability Resources office as required for ADA compliance.
 - Per request, paper forms may be utilized to conduct SEIs for concurrent enrollment courses that take place at a high school campus. Requests must be submitted to the IR Office at least two weeks prior to electronic survey distribution and requesting party(ies) will be responsible for transcribing* all responses into an electronic format (via a survey link created by IR).
**Transcriber must not be the course facilitator for the surveyed course.*
 - Paper forms may be utilized when specifically required by program accreditors. Written documentation of these requirements must be submitted to IR at least two weeks prior to electronic survey distribution and requesting party(ies) will be responsible for transcribing* all responses into an electronic format (via a survey link created by IR). **Transcriber must not be the course facilitator for the surveyed course.*

- Online & Hybrid courses selected for evaluation will utilize the electronic course evaluation form specifically developed to evaluate these course types. Requests to conduct an evaluation of these course types with an alternate form will be reviewed on a case by case basis.
- IR will attempt to survey each course no sooner than the 60% mark for the course (excluding “Finals Week”); however, it may not be possible to evaluate certain courses (special length, late start, etc.) until after the conclusion of the course.
- Utilizing the aforementioned criteria for SEIs, IR will generate a list of all courses eligible for evaluation for the current semester; this may occur in phases to accommodate special length courses. The list(s) will be sent to each academic dean’s office, along with the timeline for evaluations during the current term. The deans and/or their designees will have a minimum of two business weeks to audit the list to ensure:
 - No eligible courses are missing from the list.
 - Non-applicable courses are removed from the list.
 - Instructor Name & Form Type fields are complete and accurate.
 - Cross-listed/stacked courses (courses running concurrently at the same time & location) are correctly identified.
 - Sequential courses that can be evaluated with a single form are indicated.
- If responses are not received by the review deadline, the IR Office will proceed with evaluating the course using the information provided.
 - If form type is not provided, the course type listed in Banner will be utilized to determine the most logical form type.
 - If instructor name is missing, IR will attempt to ascertain the correct information. If unsuccessful, the course may not be evaluated.
- After the review deadline, IR will send a finalized list to all academic and branch campus deans, dean’s assistants, AEAs, department chairs, Disability Resources, instructors, faculty, designated SEI contacts at the branch campuses, and any other pertinent parties.
- IR will request the issuance of announcements about the SEI process from the Marketing & Communications and/or myPCC eLearning departments.
- IR will distribute a minimum of 3 survey reminders to students during each evaluation period.
- IR will process reports for each course evaluated wherein at least one valid response is received.
- Reports will be made available to the deans within 5 business days of the final faculty day for the semester or within 5 business days of the close of the evaluation period, whichever comes last.
- The academic deans and their designees are responsible for ensuring that reports are distributed to the appropriate first-level supervisor (where applicable). First-level supervisors are responsible for

making sure reports are available to their instructors/faculty once course grades have been submitted for the term.

- Branch deans are responsible for making sure reports are available to their instructors/faculty once course grades have been submitted for the term.
- Access to view reports:
 - Electronic copies of evaluation reports will only be sent to PCC/CCCS e-mail addresses or locations within PCC's network.
 - The PCC President, Chief Academic Officer, and Human Resources Office will be granted access to reports on any instructor/faculty member at any time.
 - The Dean of Student Success and the Office of Judicial Affairs may be granted access to reports when deemed necessary, by said individuals, to an investigation or other student matter being addressed by their office(s).
 - Deans and their designees shall have access to view reports on any instructor/faculty member that teaches a course in their division.
 - Branch campus deans and their designees shall have access to view reports on an instructor/faculty member that teaches a course on their campus(es).
 - Department chairs shall have access to view reports for instructors/faculty members teaching within their department(s). Approval from the academic dean must be obtained in order for IR to provide department chairs with current semester reports for instructors/faculty members within their purview.
 - Instructors and faculty members shall have access to view their own evaluation reports, in accordance with the timing set forth in this document.
 - Personal requests for current term reports by department chairs, instructors, and faculty members will be referred to the requester's first- and/or second-level supervisor(s). IR can and will provide this information, with relevant (dean or department chair) approval.
 - Reports for completed terms can be provided by IR after the subsequent semester has commenced, or sooner, with relevant (dean or department chair) approval.