

MIAMI DADE COLLEGE STUDENT FEEDBACK ADMINISTRATION FACULTY RESPONSIBILITIES

The Faculty Contract specifies in Article 7, Section 3 that student evaluation of faculty must be conducted in the bargaining unit using a survey instrument that is developed and agreed to by the College.

The **Classroom Student Feedback Survey** selected by the College for classroom settings consists of 15 items + 5 optional campus-based departmental items. The modified **Student Feedback Survey for Alternative Learning Courses** has 6 items + 5 optional campus-based departmental items that can be effectively used for classes taught in special programs, such as Co-op, Independent Studies, Life Lab, Open College, and Virtual College. Students receiving service from faculty librarians in the library will use the five-item **Faculty Librarian Student Feedback Survey**, which has 5 items + 5 optional campus-based library items.

FACULTY ARE RESPONSIBLE FOR:

- ◆ Contacting the ACCESS Services Department if they need assistance in providing accommodations so that disabled students can give feedback.
- ◆ Ensuring that all sections of the Student Feedback Identification Form are completed accurately, especially the course abbreviation and number, the current semester, campus location, and reference number.
- ◆ Ensuring that the reference number on the Student Feedback Identification Form is the reference number that they instructed their students to enter on the response forms.
- ◆ Clearly indicating on the Student Feedback Identification Form the type of Student Feedback survey (Classroom, Alternative Learning Courses, or Faculty Librarian) being used.
- ◆ Administering the Student Feedback Survey form.
- ◆ Ensuring that the selected student understands his/her role in the process and completes the appropriate section on the Student Feedback Information Form before the faculty member leaves the room.
- ◆ Retaining the signed Student Feedback Administration Agreement Form.
- ◆ Including two clean copies of the survey in the envelope that will be received by the Testing Department.

Faculty should consult their Department Chairperson or Associate Dean/Director, or Academic Dean with questions. We appreciate your cooperation in ensuring a smooth Student Feedback process so that all students have the opportunity to provide feedback to faculty.

Thank you.