

INDIANA UNIVERSITY BLOOMINGTON

ONLINE COURSE QUESTIONNAIRE POLICY

(By Action of the Bloomington Council : April 17, 2012)

1. Online course questionnaires will be administered in all courses taught at IUB. OCQ's are administered during the last weeks of class meeting. Instructors may request a change in the timing, but OCQ's are not administered after the start of exam period. All responses produced will be gathered and aggregated by an appropriate campus body, which will also be responsible for archiving the data and delivering results as specified below.
2. Aggregate data from campus common multiple-choice questions (no more than four) will be delivered to instructors and department chairs/school deans who, in turn, provide that data to promotion/tenure and merit review committees and to the Vice Provost for Faculty and Academic Affairs. The Office of the Vice Provost for Undergraduate Education receives aggregate data for purposes of program review and assessment. Statistics generated will include mean/median scores and standard deviation, distributed scores; and response rate (or number); in addition, the mean on campus common questions for each course will be compared to those of similar courses, generally within the same school or college. The EPC will be apprised of the peer groups with which courses are compared. When appropriate, administrators may request additional comparative data. Academic units in which student evaluation procedures must meet national accreditation standards may use alternative evaluation forms with written approval from the VPF AA.
3. Student-level data, including responses to campus common open-ended questions, are made available only to the instructor, campus administrators as listed above, as well as promotion and tenure committees, all of whom consider these data in the context of other evaluations of course and instructor. Instructors will have the capability of tagging remarks they believe could be misinterpreted or consider to be hostile.
4. The responses to questions developed by departments, schools, colleges, and programs are delivered to the unit that created those questions, which can share them at its discretion, as well as to the instructor. Similarly, responses to questions generated by instructors themselves are provided only to the instructor.
5. Student-return questions will be proposed by the OVPUE and the OVPFAA, and approved by the BFC. Aggregate (but not comparative) data for these questions, which are not to be used for promotion and tenure/merit deliberations, will be posted on an appropriate password-protected Indiana University website, accessible to the IU community. Data for any instructor are released only beginning with the third semester of instruction.
6. The EPC and FAC are consulted on campus common questions and their accompanying rationales, which are developed and maintained by the OVPUE and the OVPFAA.
7. Students are assured the anonymity of their responses. Results, including spreadsheets showing individual responses, are distributed only after grades have been submitted. For classes of fewer than five students, responses will be archived until at least five students have completed that course with that instructor. Coursework consisting of faculty-supervised research is not covered by this system, and should be evaluated in a different manner.