



PROCEDURE

Procedure Number: AOP 237	Procedure Title: Student Learning Experience Survey
Supersedes Existing Policy? N	Procedure Owner: Senior Vice-President Academic
Associated Policy: Y	Date Last Approved by CET: April 2018

1 Purpose

Student feedback is an important aspect of Loyalist College's quality assurance processes. It helps faculty reflect on the quality of their instruction, supports faculty development and evaluation, and it helps identify exceptional teaching practices. Student feedback is used in the continuous improvement of programs offered by the College. This procedure provides a framework for how student feedback is collected and shared to ensure meaningful and reliable results.

2 Application

This procedure applies to all courses and programs that lead to an Ontario College credential that are offered by Loyalist College, including distance courses, where appropriate.

3 Survey Deployment

- 3.1 Institutional Research works collaboratively with the Academic Management Team to arrange a date and time for the survey to be deployed over a period of at least two weeks during the last third of each semester to all applicable courses.
- 3.2 Results are sent electronically to the Senior Vice-President Academic, Dean (or designate) and faculty.
- 3.3 Faculty provide students with class time to complete the survey during the period of time that the survey is available.
- 3.4 The Academic Management Committee reviews the College approved standard survey content as needed to ensure currency, as well as any proposed alternative surveys, and determines the time period for survey deployment each semester.
- 3.5 Senior Vice-President Academic approves changes to the College approved standard survey, and any proposed alternative surveys.

4 Survey Result Collection and Dissemination

- 4.1 Survey responses are sent electronically to the Senior Vice-President Academic, Deans (or designate) and faculty.
- 4.2 The Senior Vice-President Academic and Deans/designate review survey results.
- 4.3 The Dean may consult with faculty about the results and will use them as a component of the annual faculty development and evaluation process for full-time faculty, in accordance with AOP 203: *Full-Time Faculty Development and Evaluation Process*.
- 4.4 The Senior Vice-President Academic reviews the survey results to identify trends in responses and identify areas for improvement.

5 Related Documents or Links

- AOP 203: Full-Time Faculty Development and Evaluation Process
- The Office of Teaching and Learning's Guide to Teaching Assessment and Evaluation

6 References

Loyalist Research Ethics Board: <http://www.loyalistcollege.com/about-loyalist/research-services/research-ethics-board/>