


**SIDE LETTER AGREEMENT
STUDENT EVALUATION OF DISTANCE EDUCATION COURSES**

A tripartite committee revised the instrument and the process for student course and faculty evaluations of distance education courses. The new instrument is attached and the process is listed below. This agreement shall only be modified through a tripartite committee.

1. Each semester, the Provost's Office informs deans and department chairs that an online system has been established for the student evaluation of distance education courses and that these courses must be included in the evaluation of faculty under the CBA Article 12. In addition, faculty members who wish to have their courses evaluated will be accommodated.
2. Every semester, the Provost's Office will ask faculty members whose online course will be included in the evaluation, when they would like the questionnaire to be administered to the students. They may choose a 7-day period during weeks 12, 13 or 14, or after 80% of the term of the course, but before the last day of the course. Then, 3 days prior to the designated period, students enrolled in the course will receive a message alerting them to the upcoming 7-day evaluation period. At the beginning of the evaluation period designated for the course, those students will be notified via e-mail to enter URSA and complete the survey at any point prior to the deadline. They will be informed that their responses are anonymous and the results will not be available to the faculty member until the semester grades have been posted.
3. When the student submits responses to the questionnaire electronically, his/her name is separated from the instrument and data are maintained by IT Services.
4. The data are reported to the faculty member in the same manner as data for classroom evaluations, except that items from this instrument will not be summarized with items from classroom sections. Also, items 24-27 pertain solely to technology.

Expires: June 30, 2028


Nadene L'Amoreaux 5/10/19
President of IUP-APSCUF Date


Timothy Moerland 5/10/19
Provost and Vice President for Date
Academic Affairs

Student Evaluation Questions

1. The instructor clearly communicated the expected learning outcomes of the course.
2. The instructor followed course requirements and policies.
3. The instructor's teaching methods helped to achieve course objectives.
4. The instructor's use of technology was appropriate.
5. The instructor's use of class time was effective in achieving course objectives.
6. The instructor created and fostered a positive learning environment.
7. The instructor encouraged questions and discussion.
8. The instructor demonstrated interest in, and concern for, my learning.
9. The instructor challenged me to think critically.
10. The instructor spent sufficient time on topics to achieve the course objectives.
11. The instructor was available to assist me (e.g., office hours, email, appointments).
12. The instructor spoke audibly and clearly and at a pace I could understand.
13. Written comments and handouts regarding content, course policies, and expectations were clear and understandable.
14. The instructor used examples and illustrations to clarify subject matter.
15. The instructor demonstrated enthusiasm for the course material.
16. The instructor covered content that was consistent with the syllabus.
17. The instructor explained the grading criteria clearly.
18. The instructor followed the announced grading criteria in a fair and impartial manner.
19. The exams and assignments accurately reflected what I have learned in this course.
20. The instructor provided an assessment of my performance in a timely manner (e.g., mid-term grades).
21. The feedback I have received on my exams and assignments has enhanced my learning.
22. The instructor made it possible for me to increase my knowledge, skills, and understanding of the subject.
23. The course increased my interest in this field of study.
24. This course actively involved me in what I was learning.

25. I attend most class sessions.
26. I usually read or view assigned materials before class sessions.
27. I actively participated in class discussion and projects.
28. Primary reason for taking this course:
 - Required for major
 - Elective for major
 - Minor/Related field
 - Liberal studies
 - Personal interest
29. My expected grade in this course:
 - A
 - B
 - C
 - D
 - F
30. List things the instructor did in this course that contributed to your learning and should be retained.
31. List things the instructor should change about this course to enhance student learning.

The following items are for online courses only:

32. The online delivery format worked well for me in this course.
33. Is there anything about the online delivery format that particularly enhanced and/or detracted from your learning experience in this course?