

Guidelines for the Student Evaluation of Teaching in Courses

Administration of Course Evaluations

In the Lawrence S. Bloomberg Faculty of Nursing, all undergraduate and graduate courses are evaluated as required by the *University of Toronto Provostial Guidelines on the Student Evaluation of Teaching in Courses* (2016). The University of Toronto's centralized course evaluation framework and online delivery system is used to evaluate teaching for all courses delivered in the Lawrence S. Bloomberg Faculty of Nursing.

Procedures for Course Evaluation

- **Course and Student Enrolment:** To ensure that students appropriately receive course evaluation invitations and the appropriate faculty are recognized as the course teachers for a course, information about courses and their instructors (including teaching assistants), is drawn automatically from ROSI / ACORN with consultation between Centre for Teaching Support and Innovation (CTSI) and the Faculty Registrar's Office. Consultation with the Office of the Associate Dean Academic is offered as needed to ensure accuracy of data (courses offered, enrolment, assigned teachers, etc.). Central course evaluation staff with CTSI will work with the Faculty Registrar Office to ensure that all registered students as well as named faculty leads for each course are clearly and accurately identified to ensure that students have the opportunity to evaluate teaching within every course offered.
- **Instructor invitation to select questions:** Instructors will receive an invitation to add instructor-selected questions to the Lawrence S. Bloomberg Faculty of Nursing course evaluation instrument. Directions and guidance for this process are included with the electronic invitation to teaching faculty for each course. If instructors opt not to select additional questions, only the institutional and divisional questions will appear on course evaluation forms for their courses.
- **Timing:** Normally, the course evaluation period for all undergraduate and graduate courses in the Lawrence S. Bloomberg Faculty of Nursing takes place during the last two weeks of a course, and before any final examination, in the case of undergraduate courses. During this window, students are invited to complete the evaluations on-line through a secure system.

Evaluation Instrument Format

The University of Toronto's course evaluation framework allows for the creation of a customizable form that includes a set of required core institutional questions, divisional questions, and instructor-selected questions. The maximum number of questions permitted on the evaluation instrument is 20.

In the Lawrence S. Bloomberg Faculty of Nursing, the standard format for course evaluations is:

Administrative Responsibility	# of Questions	Questions	Details
Core institutional questions	8	<ol style="list-style-type: none"> 1. I found the course intellectually stimulating. 2. The course provided me with a deeper understanding of the subject matter. 3. The instructor created a course atmosphere that was conducive to my learning 4. Course projects, assignments, tests and/or exams improved my understanding of the course material. 5. Course projects, assignments, tests and/or exams provided opportunity for me to demonstrate an understanding of the course material. 6. Overall, the quality of my learning experience in this course was. 7. Please comment on the overall quality of instruction in this course. 8. Please comment on any assistance that was available to support your learning in the course. 	Included on <u>all</u> forms
Divisional Questions – Graduate Courses <ul style="list-style-type: none"> • Relevance of course • Community of learning 	2	<ol style="list-style-type: none"> 9. This course helped me progress toward achievement of my educational goals. 10. The course environment promoted a supportive community for learning. 	Included on <u>graduate</u> Lawrence S. Bloomberg Faculty of Nursing course evaluation forms.
Divisional Questions – Undergraduate Courses <ul style="list-style-type: none"> • Scope of practice/entry to practice competencies • Praxis: theoretical/empirical base of course 	2	<ol style="list-style-type: none"> 9. The course enhanced my understanding of professional nursing practice. 10. The course highlighted connections between theory and/or research and nursing practice. 	Included on <u>undergraduate</u> Lawrence S. Bloomberg Faculty of Nursing course evaluation forms.
Instructor-selected Questions	Up to 5	To be selected by the instructor	Instructors may add up to 5 quantitative or qualitative questions drawn from central item bank.

Review of Divisional Questions

Normally, divisional questions are reviewed and approved by the Curriculum Committee at least every four years. Curriculum Committee will consult widely during the review process including through committee structures such as the Undergraduate Program and the Graduate Program Committees. Students are represented on the Curriculum and Faculty Council Committees (approval bodies).

Communication

The online course evaluation system is managed centrally through the Office of the Vice-President & Provost and CTSI. Communications to students, faculty, academic administrators and staff about the course evaluation system are administered centrally through these offices, with the assistance of the Course Evaluation Support Officers in CTSI and in consultation with the Lawrence S. Bloomberg Faculty of Nursing Registrar and Associate Dean Academic Offices.

Faculty will appropriately encourage student participation in the course evaluation process incorporating strategies such as Blackboard announcements, in-class announcements, allowing in-class time for evaluation completion, etc.

Reporting

The Lawrence S. Bloomberg Faculty of Nursing receives summary course evaluation reports as follows:

Report Purpose	Details	Information to be included
<p>Summative Report for each Course</p> <p>(for individual instructors, program directors, dean, & associate dean academic)</p>	<ul style="list-style-type: none"> • Report generated for each instructor • Reports are generated for undergraduate and graduate courses for the respective program directors. The Dean and Associate Dean Academic receive all course evaluation reports. • Intended to be used for summative evaluation and personnel decisions • Data for undergraduate and graduate courses will be presented separately 	<ul style="list-style-type: none"> • Quantitative and qualitative data from institutional and divisional questions • Data from institutional questions are displayed separately from all other questions • A composite score is provided for core institutional questions 1 -5 • For each question, the following data will be provided: <ul style="list-style-type: none"> ○ Question text ○ Response set ○ Course enrolment ○ Number of responses <p>For quantitative questions only (if adequate response numbers):</p> <ul style="list-style-type: none"> ○ Frequency (displayed as chart) ○ Mean ○ Median ○ Standard deviation <p>Comparative data for quantitative questions is provided for institutional and divisional questions (if adequate response numbers)</p>

Report Purpose	Details	Information to be included
		Note: Data from individually-selected instructor questions appear ONLY on the formative report sent to individual instructors and not on summative reports.
Formative Report for Instructors (for individual courses for personal/formative use – includes instructor-selected question summaries)	<ul style="list-style-type: none"> • Report generated for each course for the instructor ONLY • Intended to be used by individual instructors for teaching and course improvement purposes 	<ul style="list-style-type: none"> • All information included on the Summative Report plus quantitative and qualitative data from all instructor-selected questions including (if adequate response numbers): <ul style="list-style-type: none"> ○ Question text ○ Response set ○ Course enrolment ○ Number of responses ○ Frequency (displayed as chart) ○ Mean ○ Median ○ Standard deviation
Divisional report	<ul style="list-style-type: none"> • Each term, program directors and deans receive Summative Reports for all courses delivered in the faculty. 	<ul style="list-style-type: none"> • Summative Report (see above)

Course Evaluation Reporting within the Lawrence S. Bloomberg Faculty of Nursing

The Lawrence S. Bloomberg Faculty of Nursing posts course-specific summaries of student evaluations of courses once yearly after distribution of the spring/summer ‘student evaluation of course’ results to instructors. Results are posted through the Blackboard system. Faculty are offered an opportunity to ‘opt out’ of posting a course evaluation summary. Institutional items 1-6 are included in the general reporting in Blackboard.

The OPT-OUT process is conducted by the Associate Dean Academic Office. Overall Faculty-wide yearly reports are prepared centrally by course evaluation system staff and uploaded to Blackboard by faculty IT staff in late summer of each year. Reports are kept on Blackboard for a 3-year period (rolling).

Data Storage

Course evaluation data are stored centrally and electronically for a period of 50 years. Instructors are encouraged to download and save their own evaluations for their future use.