San José State
UNIVERSITY
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S03-3

At its meeting of March 17, 2003, the Academic Senate passed the following Policy Recommendation presented by Michael Katz for the Professional Standards Committee.

POLICY RECOMMENDATION
PROCEDURES TO BE FOLLOWED WHEN ADMINISTERING SOTES

Whereas the SOTE results can be distorted by inconsistent administration; and

Whereas increased standardization and accountability of the SOTE administration will improve the integrity of the process; now be it therefore

Resolved that S87-9, S86-2, S98-4 are hereby rescinded; be it further

Resolved that the following procedures for the administering of SOTES be adopted; be it finally

Resolved that SERB continue to evaluate the efficacy of on-line SOTES, including administration subsequent to final exams.

Financial Impact: $18,250 per semester. When adjusted for the already funded Research Technician position, it's estimated that the costs for universal implementation will be in the range of $7,000-$10,000 per semester.

1.0 Timing of SOTE Administration

1.1. SOTES shall be administered during the final 10 days of classes.

1.2 Instructors are encouraged to administer the SOTE during the first 30 minutes of class. Instructors shall ensure that students have sufficient time to fully complete all evaluation instruments (with a 15-minute minimum suggested).

2.0 Faculty Responsibilities

2.1 Faculty are encouraged to select a proctor and a substitute proctor at least one week before the administration of the SOTE instrument.

2.2 Faculty shall be given a checklist that fully and clearly describes the procedures to be followed while administering SOTES. Faculty shall be required to indicate with their signature that they have read and complied with the procedures.

3.0 Proctor Instructions

3.1 Proctors shall be given a checklist that fully and clearly describes the procedures to be followed while administering SOTES. Proctors shall be required to indicate with their

signature, printed name, and student ID that they have read and complied with the procedures.

3.2 Proctor instructions shall require the proctor to read the following statement: "You are being asked to complete a Student Opinion of Teaching Effectiveness, or SOTE, form. The results of the SOTE serve some important purposes. First, the results provide helpful feedback to the instructor, which can assist in improvement of instruction and course design. In addition, the results are an element of the instructor's performance evaluation. While the SOTE results are an important part of the instructor's evaluation process, they are but one element of that process."

3.3 Under no circumstances shall any completed SOTE instruments be returned to the instructor of record. In on-campus classes commencing before 5:00 p.m., proctors should return the completed SOTE instruments to the department office. The Institutional Planning and Academic Resources Office, in consultation with the Professional Standards Committee, shall be responsible for devising procedures whereby proctors in night and off-campus classes can return completed SOTE instruments without giving them to their instructors. Except for off-campus classes, all SOTE instruments should be returned on the same day they were administered.

4.0 Qualitative Section of SOTE

4.1 The qualitative section of the SOTE forms will be returned to the department and processed as stated in F83-2. However, these data, unlike department forms, will be collected as part of the SOTE process.

5.0 Norming of SOTES

5.1 S91-9 is amended with the addition of:

E.1.c. At least every five years, beginning in Fall 2003, baselines will be renormed.

6.0 Universal Application of the SOTES.

6.1 Normally, every class taught for credit granted by SJSU shall be evaluated using the SOTE instrument.

6.2 Only those SOTES selected in accordance with the provisions of the collective bargaining agreement (CBA) shall be placed in an employee's personnel action file. These courses shall be selected prior to administration of the SOTES in accordance with the CBA (a minimum of two annually jointly determined by the faculty member and the chair/department) and the results returned to the faculty member and the personnel file as per existing practices. Departments or equivalent units may continue to require that all members evaluate all classes for the personnel action file in provision with the CBA.

6.3 All SOTE evaluations that are conducted that are not selected to be included in the personnel action file shall be returned to faculty members for their personal and exclusive use with the exceptions that these SOTE ratings can

6.3.1 be used along with other SOTES for purposes of establishing department, college, and university norms.

6.3.2 be used for purposes of academic development or other assessment provided that anonymity is maintained.

6.4 Implementation date. This full section (6.0) shall be implemented in Fall 2003 for purposes of establishing baseline norms. Section 6.1, requiring evaluation of all courses, may be suspended for up to two years if the President determines that the cost of implementation is inappropriate given the budget climate. The policy will become fully effective in Fall 2005.

Action by the University President: Approved by President Robert Caret on 4-9-03.