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8 **POLICY**  
9 **RECOMMENDATION**  
10 **Adopting New SOTE and SOLATE Instruments**

11  
12  
13 Resolved: That the attached documents following be adopted as the text for revised  
14 Student Opinion of Teaching Effectiveness (SOTE) and Student Opinion of  
15 Laboratory Teaching Effectiveness (SOLATE) questionnaires; be it further

16  
17 Resolved: That this become effective for the administration of all SOTEs and  
18 SOLATEs as soon as practicable.

19  
20 *Rationale: F12-6, Evaluation in Effectiveness in Teaching for all Faculty, states:*

21  
22 *SERB shall prepare the specific questions and survey instrument to be*  
23 *used to measure student opinions of teaching effectiveness. It shall decide*  
24 *the scale, format, and layout of the instrument, and determine the*  
25 *information that is provided in the reports generated by the surveys. The*  
26 *instrument shall be approved by the Senate upon recommendation of*  
27 *SERB and the Professional Standards Committee, and may only be*  
28 *amended by SERB.*

29  
30 *SERB is a board specifically appointed for expertise on survey research and contains the*  
31 *AVP for IEA as an advisor. Professional Standards and the Senate may accept or reject*  
32 *the survey instruments provided by SERB, but may not amend the text of the survey*  
33 *instrument.*

34  
35 *For the rationale explaining the changes to the questions in the SOTE and SOLATE*  
36 *instrument, Professional Standards refers you to the version of this policy passed by the*  
37 *Senate on October 24, 2016, which was itself a modified version of a proposal returned to*  
38 *committee by the Senate on May 9, 2016. The October 24 policy recommendation was*  
39 *returned by the President without signature with several concerns expressed. This*  
40 *rationale is restricted to addressing those concerns:*

- 41 1) *There was a typographical error in numbering the questions; this has been*  
42 *corrected.*  
43 2) *There was a minor discrepancy in the phrasing of the open ended questions on the*  
44 *SOTE and SOLATE. This has been corrected.*  
45 3) *There was concern about the new language in the SOTE/SOLATE instructions*  
46 *indicating that the instrument is not designed to provide feedback “on your*  
47 *instructor’s physical appearance.” This was added at the request of instructors*  
48 *who have received inappropriate feedback about their attractiveness and other*  
49 *variables that are either outside of their control and/or inappropriate for comment*  
50 *on the professional evaluation of their work—in some cases bordering on a kind of*  
51 *anonymous harassment. SERB conducted a review of appropriate literature and*  
52 *found that these instructions may be helpful in addressing a known gender bias in*  
53 *student evaluations (MacNell, Driscoll, & Hunt, 2015) and are unlikely to introduce*

54 *unconscious bias (e.g., Duguid & Hunt 2015). Furthermore, since the teaching*  
55 *evaluation policy (F12-6) lists “comments on personal appearance” among those*  
56 *items that are inappropriate and that may be removed prior to placement in the*  
57 *personnel file, it is in the interest of the University to prevent such comments from*  
58 *being recorded in the first place.*

- 59 4) *There was a question about how the data collected from the existing (unchanged)*  
60 *informational question on “undue influence” is used. This is a matter that falls*  
61 *within the teaching evaluation policy’s charge (F12-6) that “Additional technical and*  
62 *implementation details not covered in this policy will be decided by the AVP for IEA*  
63 *in consultation with SERB and the Professional Standards Committee.” The*  
64 *current procedure is that this information is released only on the request of*  
65 *Department Chairs or the faculty member. Typically, such requests only occur*  
66 *when students make independent allegations of improprieties related to the SOTEs*  
67 *and an investigation is conducted.*

68  
69 *Professional Standards endorses these changes and reminds the Senate that these*  
70 *revisions are now in their third year of Senate review. The last time the instruments were*  
71 *changed was in 2004.*

72  
73  
74  
75 *Approved: 1/30/2017*

76 *Vote: 9--0-1*

77  
78 *Present: Peter, Green, White, Lee, Reade, Kauppila, Caesar, Hamedi-Hagh, Caesar,*  
79 *Hwang*

80  
81 *Absent: None*

82  
83 *Approved by the Student Evaluation Review Board 1/25/2017*

84 *Vote: 6-0-0*

85 *Present: Slusser, Venkatsubramany, Smith, Lee, Eirinaki, Heil*

86 *Absent: Strage*

87  
88 *Financial Impact: No changes over the previous policy.*

89  
90 *Workload Impact: Institutional Effectiveness and Analytics (IEA) will need to update the*  
91 *online questionnaires.*

93 **Student Opinion of Teaching Effectiveness (SOTE) Revision**

94 January 2017 Revision

95

96 **Instructions**

97 This instrument is designed to be a professional evaluation of your instructor's teaching performance. It is  
98 NOT designed to measure your reaction to the subject, the facilities (such as the physical conditions of the  
99 classroom), or your instructor's physical appearance. Your individual ratings will be anonymous and a  
100 summary of items 1-18 will be available to your instructor after grades are turned in. This summary may  
101 enhance your instructor's teaching. It will also be used in the evaluation of your instructor for personnel  
102 matters such as retention, tenure and promotion. **If the question does not apply to your course, please**  
103 **select “not applicable/no opportunity to observe”.**

104 The instructor:

105

106 1. Demonstrated relevance of the course content.

107 5. Strongly Agree

108 4. Agree

109 3. Neutral

110 2. Disagree

111 1. Strongly Disagree

112 Not applicable/no opportunity to observe

113

114 2. Used assignments that enhanced learning.

115 5. Strongly Agree

116 4. Agree

117 3. Neutral

118 2. Disagree

119 1. Strongly Disagree

120 Not applicable/no opportunity to observe

121

122 3. Summarized/emphasized important points.

123 5. Strongly Agree

124 4. Agree

125 3. Neutral

126 2. Disagree

127 1. Strongly Disagree

128 Not applicable/no opportunity to observe

129

130 4. Was responsive to questions and comments from students.

131 5. Strongly Agree

132 4. Agree

133 3. Neutral

134 2. Disagree

135 1. Strongly Disagree

136 Not applicable/no opportunity to observe

137

138 5. Established an atmosphere that facilitated learning.

139 5. Strongly Agree

140 4. Agree

141 3. Neutral

142 2. Disagree

143 1. Strongly Disagree

144 Not applicable/no opportunity to observe

145

146 6. Was approachable for assistance.

- 147 5. Strongly Agree  
148 4. Agree  
149 3. Neutral  
150 2. Disagree  
151 1. Strongly Disagree  
152 Not applicable/no opportunity to observe  
153  
154 7. Was respectful of the diversity of students in this class.  
155 5. Strongly Agree  
156 4. Agree  
157 3. Neutral  
158 2. Disagree  
159 1. Strongly Disagree  
160 Not applicable/no opportunity to observe  
161  
162 8. Showed strong interest in teaching this class.  
163 5. Strongly Agree  
164 4. Agree  
165 3. Neutral  
166 2. Disagree  
167 1. Strongly Disagree  
168 Not applicable/no opportunity to observe  
169  
170 9. Used teaching methods that helped students learn important concepts.  
171 5. Strongly Agree  
172 4. Agree  
173 3. Neutral  
174 2. Disagree  
175 1. Strongly Disagree  
176 Not applicable/no opportunity to observe  
177  
178 10. Used grading criteria that were clear.  
179 5. Strongly Agree  
180 4. Agree  
181 3. Neutral  
182 2. Disagree  
183 1. Strongly Disagree  
184 Not applicable/no opportunity to observe  
185  
186 11. Helped students analyze complex/abstract ideas.  
187 5. Strongly Agree  
188 4. Agree  
189 3. Neutral  
190 2. Disagree  
191 1. Strongly Disagree  
192 Not applicable/no opportunity to observe  
193  
194 12. Provided meaningful feedback about student work.  
195 5. Strongly Agree  
196 4. Agree  
197 3. Neutral  
198 2. Disagree  
199 1. Strongly Disagree  
200 Not applicable/no opportunity to observe  
201  
202 13. Overall, this instructor's teaching was effective.

- 203 5. Strongly Agree  
204 4. Agree  
205 3. Neutral  
206 2. Disagree  
207 1. Strongly Disagree  
208 Not applicable/no opportunity to observe

209

210 **Free-Response Questions:**

211

212 14. What do you think are the strengths of this instructor's teaching?

213

214 15. What suggestions, if any, do you have to further improve the instructor's teaching?

215 16. If you like, please use this space to elaborate on your responses.

216

217 **Informational Items:**

218

219 17. What is your current estimate of your expected overall grade in this course?

220 A

221 B

222 C

223 D or F

224 Other (Credit/No Credit, Incomplete, etc.)

225

226 18. You are a:

227 Freshman

228 Sophomore

229 Junior

230 Senior

231 Graduate Student

232 Credential Only

233 Other (e.g. Open University)

234

235 19. Did you complete this form without undue influence from other students?

236 Yes

237 No

238

239 20. Did you complete this form without undue influence from the instructor?

240 Yes

241 No

242

243

244

245

246

250  
251 **Instructions**

252 This instrument is designed to be a professional evaluation of your instructor's teaching performance. It is  
253 NOT designed to measure your reaction to the subject, the facilities (such as the physical conditions of the  
254 classroom), or your instructor's physical appearance. Your individual ratings will be anonymous and a  
255 summary of items 1-14 will be available to your instructor after grades are turned in. This summary may  
256 enhance your instructor's teaching. It will also be used in the evaluation of your instructor for personnel  
257 matters such as retention, tenure and promotion. **If the question does not apply to your course, please**  
258 **select “not applicable/no opportunity to observe”.**

259 The lab or activity instructor:

260  
261 1. Made course requirements clear.

262 5. Strongly Agree

263 4. Agree

264 3. Neutral

265 2. Disagree

266 1. Strongly Disagree

267 Not applicable/no opportunity to observe

268

269 2. Used grading criteria that were clear.

270 5. Strongly Agree

271 4. Agree

272 3. Neutral

273 2. Disagree

274 1. Strongly Disagree

275 Not applicable/no opportunity to observe

276

277 3. Was well prepared for class or activity.

278 5. Strongly Agree

279 4. Agree

280 3. Neutral

281 2. Disagree

282 1. Strongly Disagree

283 Not applicable/no opportunity to observe

284

285 4. Showed concern for student success in the course, and was accessible and responsive to students

286 5. Strongly Agree

287 4. Agree

288 3. Neutral

289 2. Disagree

290 1. Strongly Disagree

291 Not applicable/no opportunity to observe

292

293

294 5. Made the class environment safe for students, including demonstration of the proper use of any  
295 equipment and techniques.

296 5. Strongly Agree

297 4. Agree

298 3. Neutral

299 2. Disagree

300 1. Strongly Disagree

301 Not applicable/no opportunity to observe

- 302  
303 6. Helped me integrate the lecture concepts with the class/activity.  
304 5. Strongly Agree  
305 4. Agree  
306 3. Neutral  
307 2. Disagree  
308 1. Strongly Disagree  
309 Not applicable/no opportunity to observe  
310
- 311 7. Increased my understanding of the subject.  
312 5. Strongly Agree  
313 4. Agree  
314 3. Neutral  
315 2. Disagree  
316 1. Strongly Disagree  
317 Not applicable/no opportunity to observe  
318
- 319 8. Stimulated my interest in the subject.  
320 5. Strongly Agree  
321 4. Agree  
322 3. Neutral  
323 2. Disagree  
324 1. Strongly Disagree  
325 Not applicable/no opportunity to observe  
326
- 327 9. Overall, this instructor's teaching was effective.  
328 5. Strongly Agree  
329 4. Agree  
330 3. Neutral  
331 2. Disagree  
332 1. Strongly Disagree  
333 Not applicable/no opportunity to observe  
334
- 335 **Free-Response Questions:**  
336
- 337 10. What do you think are the strengths of this instructor's teaching?  
338
- 339 11. What suggestions, if any, do you have to further improve the instructor's teaching?
- 340 12. If you like, please use this space to elaborate on your responses.  
341  
342
- 343 **Informational Items:**  
344
- 345 13. What is your current estimate of your expected overall grade in this course?  
346 A  
347 B  
348 C  
349 D or F  
350 Other (Credit/No Credit, Incomplete, etc.)  
351
- 352 14. You are a:  
353 Freshman  
354 Sophomore  
355 Junior  
356 Senior  
357 Graduate Student

358            Credential Only  
359            Other (e.g. Open University)

360

361    15. Did you complete this form without undue influence from other students?

362            Yes

363            No

364

365    16. Did you complete this form without undue influence from the instructor?

366            Yes

367            No

368

369

370

371