

# MIAMI DADE COLLEGE

## Office of the Academic Dean

DATE: January 5, 2006

### MEMORANDUM

TO: Full-time and Part-time Faculty

FROM: Campus Academic Dean

**SUBJECT: STUDENT FEEDBACK PROGRAM AND NEW SPRING TERM OPTION**

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The Faculty Performance Review and Advancement process at the College includes student evaluation of faculty. The College and faculty have agreed upon a formal program and Student Feedback Instrument to collect feedback from students.

Please follow the process that is outlined in the faculty contract and found below for the administration of the formal student feedback program.

#### **Faculty on Continuing Contract—Fall Term and Spring Term Option**

- Classroom Faculty: student feedback is collected in all classes during the fall term. Collection in the spring term is optional.
- Faculty Librarians: student feedback is collected during the fall term. Collection in the spring term is optional.
- Faculty Librarians survey students in their roles as Reference Librarian and as part of any in-load Library Instructional Unit.
- Faculty on approved leave during the fall term will collect feedback during the subsequent spring term.

#### **Faculty on Annual Contract—All Terms**

- Classroom Faculty: student feedback is collected in all classes in every semester.
- Faculty Librarians: student feedback is collected from students in every semester. Faculty Librarians survey students in their roles as Reference Librarian and as part of any in-load Library Instructional Unit.

#### **Adjunct Faculty—All Terms**

- Student feedback is collected in all classes in every semester.

Materials are prepared and made available to instructors by the academic departments. Additional information related to the formal Student Feedback Program may be found at: <http://www.mdc.edu/feedback/adm/home.htm>

Faculty members may wish to conduct course evaluations and assess student learning and their teaching effectiveness throughout the academic year by using the various informal classroom assessments available. However, these informal assessments may not be used to fulfill the College's formal and approved student feedback requirement.

Please contact your department chairpersons if you have any questions.

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