

**COMMUNITY COLLEGE OF PHILADELPHIA**  
**ACADEMIC AFFAIRS OFFICE**

MEMORANDUM

To: General Faculty

From: Judith Gay

Date: April 3, 2008

Subject: Student Evaluation of Teaching: **THURSDAY, APRIL 10 through THURSDAY, APRIL 24, 2008**

The Joint Evaluation Committee has agreed that the new instrument, "Student Questionnaire on Instruction" will be used again this Spring. I appreciate the hard work and thoughtful, data-based decision making that characterize the approach the Joint Evaluation Committee is taking to improve student evaluation of teaching (SET).

This semester the SET survey will be conducted from 7 A.M. Thursday, April 10, 2008 through Thursday, April 24, 2008 at 10:00 P.M. Individual packets with either paper forms or PIN numbers (for web-based evaluations) will be distributed to faculty members through Division Offices Monday, April 7 through Wednesday, April 9th.

**Please note the following:**

- **For Paper Forms:** each form is pre-printed with course name, number, instructor name, semester and year. There are no blank forms available. The form has questions on both sides. There is also space for the student to write optional comments.  
Ensure confidentiality by appointing a student or a colleague to administer and collect the survey. Have the student or colleague put completed surveys in an interoffice envelope, and return the envelope to the Office Supervisor in your Division. If the Division office door is locked (at night), please slide the envelope under the door.
- **Completed forms are due to the Office Supervisor in your Division by Thursday, May 1, 2008.**
- **DO NOT take forms to ITS. ITS is no longer participating in this process.**
- Surveys administered at the Regional Centers are to be returned to the appropriate Regional Center administrator or site supervisor.
- At neighborhood sites, return completed surveys to the site supervisors.
- **For Web-Based Evaluations:** if your class is scheduled in a computer classroom, you will receive cards with PIN numbers for each student in your class. Each PIN card is pre-printed with the course name and number, instructor's name, and the semester and year. It is also pre-printed with a unique PIN and the name of the website. Each student will need one PIN card in order to access the web-based evaluation instrument. If there are any unused PIN cards, please return them to Karen Cary, Academic Affairs Office, M2-34.
- The functionality of the website will be turned on from 7AM Thursday, April 10<sup>th</sup> through 10 PM Thursday, April 24th. A PIN can only be used once. PINs will not be valid after 10 PM, Thursday, April 24th.

If you have any questions concerning implementation procedures, please contact your Division Dean.

**DEADLINE: Completed paper evaluation forms must be returned to the Division Office Supervisor by Thursday, May 1, 2008.**

Thank you for your participation and, again, a special thank you to the Joint Committee (Sharon Thompson, Karen Schermerhorn, Linda Powell, Sue Ellen Liebman, Steve Jones, Mary Ann Celenza) for their excellent work.

KEC

c: Department Heads  
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