Memorandum of Agreement # 98
Electronically Collecting Student Feedback on Teaching Data

This slightly modified version replaces mislabeled MOA-97 previously signed on April 4 and supersedes both MOA-60 and MOA-90.

This agreement is being entered into by The College of New Jersey (*the College*) and the TCNJ Federation of Teachers, Local 2364, (*the Union*), in order to promote more amicable relations and to foster a more collegial working relationship.

Both the College and Union affirm that teaching is an essential priority at the College and that the College has an ongoing obligation to evaluate and improve the quality of its instruction. The College and the Union recognize the importance of utilizing information from a variety of sources when assessing the quality of the teaching/learning process at the College. *Student Feedback on Teaching* is one aspect of this process and this agreement describes how such information is to be administered, stored, analyzed, and discussed.

Because of the potentially sensitive nature of this information, both parties acknowledge the need to collect and analyze this information in a way that protects the integrity of the process and respects the rights of the individual faculty member while acknowledging the importance of this information. To this end, the following responsibilities and procedures have been established:

I. Responsibilities

A. The College is responsible for overseeing the administration of an online *Student Feedback on Teaching* process that complies with the following four values:

- Efficiency
- Effectiveness
- Confidentiality
- Security

B. The Department Chairperson (or appropriate program coordinator) is responsible for reviewing the overall integrity of the process, and for accessing the online *Student Feedback on Teaching* summaries in order to conduct an analysis of teaching effectiveness within the department, program, and/or school.

C. The Deans will have access to the online *Student Feedback on Teaching* summaries for every department within their schools. This information can inform discussions with their respective Department Chairpersons regarding the quality of instruction in each department or program on an annual basis. This review is meant to be formative, not summative, in nature and serve as the basis for the allocation of the support and resources necessary for the improvement of instruction. The *Student Feedback on Teaching* should be used in all courses taught by full-time, part-time and adjunct faculty.

II. Procedures

A. The Office of Records and Registration shall administer *Student Feedback on Teaching* via a secure online system for all sections of regularly scheduled courses except those noted in item II.B below. ~~in each term.~~

B. Courses with a typical enrollment range of 1 to 6, and non-traditional courses such as those denominated Lecture/Studio, Clinical, Internship, Practicum, Student Teaching, Field Based Course, Nursing Clinical, Professional Practice Practicum, ~~Study Abroad~~ and Advising Seminar will not be considered "regularly scheduled courses" for the purposes of administering the *Student Feedback on Teaching*.

C. In non-traditional classes (as described in II. B, above) for which the majority of the questions may be irrelevant or not applicable, instructors are not required to, but have the option of, administering the *Student Feedback on Teaching* or developing other, more relevant ways of gathering student feedback, for example, an online survey with questions relevant to the internship/clinical/practicum/study abroad/advising experiences.

D. In classes with 1 to 6 students, where enrollment is too low to guarantee anonymity, students will not be asked to complete either the *Student Feedback on Teaching* or another feedback form.

E. The Office of Records and Registration will open the online *Student Feedback on Teaching* process on the first day of the online *Student Feedback on Teaching* period, at least two weeks prior to the last day of classes in the semester.

F. Once the online *Student Feedback on Teaching* process is open, it will remain open until the students complete the feedback or until midnight of the last day of the online *Student Feedback on Teaching* time frame.

G. The time frame for the online *Student Feedback on Teaching* process will be published on the academic and registration calendar.

H. Faculty and students will be notified via e-mail communication that the online *Student Feedback on Teaching* process for each course is open, and will be notified of the date by which it must be completed.

I. Once the online *Student Feedback on Teaching* process has closed, the results will be tabulated, and course summary and individual response reports will be generated.

J. Course summary reports will be available to Chairpersons and Deans via the online system. These reports will be secured using a two-pronged approach. The Chairperson and Dean must have the appropriate user profile to access information and they must have the appropriate school and department codes attached to their profile to view only their course summaries.

K. Once all grades have been posted, faculty will be able to access course summary and individual response reports through the *Faculty Center* (or equivalent module) in the online system. These reports are secured using a two-pronged approach. The faculty member must have the appropriate user profile to have access to the reports and they will only see the reports where their employee ID or other unique identifier is assigned to the class as the instructor.

L. The *Student Feedback on Teaching* process shall be completed anonymously and independently during the last two weeks of classes and prior to final exam week.

M. As part of their reappointment and promotion guidelines, faculty are required to submit at least three years of *Student Feedback on Teaching* data. They can use the online system to access term-specific data, and as the reappointment and promotion processes move online, the College can work to provide secure access to this data directly to relevant committee members.

N. *Student Feedback on Teaching* data will be retained for a period of ten years by the College.

III.   Implementation and Review

A. This new *Student Feedback on Teaching* process will be implemented beginning in the fall 2014 semester.

B. The College and the Union agree that the procedures outlined above can be modified in accordance with the College's changing needs and/or the development of emerging technologies following appropriate consultation by the College and the Union upon written notification by either party to the other no later than September 1.

Jacqueline Taylor,
Provost and Vice President for AA, TCNJ

Ralph Edelbach,
President, TCNJFT, Local 2364

Date

Date

MOA Student Feedback-final-040814.docx
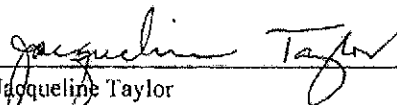
E. The Office of Records and Registration will open the online *Student Feedback on Teaching* process on the first day of the online *Student Feedback on Teaching* period, at least two weeks prior to the last day of classes in the semester.

F. Once the online *Student Feedback on Teaching* process is open, it will remain open until the students complete the feedback or until midnight of the last day of the online *Student Feedback on Teaching* time frame.

G. The time frame for the online *Student Feedback on Teaching* process will be published on the academic and registration calendar.

H. Faculty and students will be notified via periodic e-mail communication that the online *Student Feedback on Teaching* process for each course is open, and will be notified of the date by which it must be completed.

I. Once the online *Student Feedback on Teaching* process has closed, the results will be tabulated, and course summary and individual response reports will be generated.

J. Course summary reports will be available to Chairpersons and Deans via the online system. These reports will be secured using a two-pronged approach. The Chairperson and Dean must have the appropriate user profile to access information and they must have the appropriate school and department codes attached to their profile to view only their course summaries.

K. Once all grades have been posted, faculty will be able to access course summary and individual response reports through the *Faculty Center* (or equivalent module) in the online system. These reports are secured using a two-pronged approach. The faculty member must have the appropriate user profile to have access to the reports and they will only see the reports where their employee ID or other unique identifier is assigned to the class as the instructor.

L. The *Student Feedback on Teaching* process shall be completed anonymously and independently during the last two weeks of classes and prior to final exam week.

M. As part of their reappointment and promotion guidelines, faculty are required to submit at least three years of *Student Feedback on Teaching* data. They can use the online system to access term-specific data, and as the reappointment and promotion processes move online, the College can work to provide secure access to this data directly to relevant committee members.

N. *Student Feedback on Teaching* data will be retained for a period of ten years by the College.
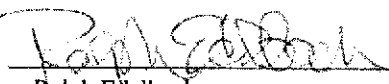
III. Implementation and Review

A. This new *Student Feedback on Teaching* process will be implemented beginning in the fall 2014 semester.

B. The College and the Union agree that the procedures outlined above can be modified in accordance with the College's changing needs and/or the development of emerging technologies following appropriate consultation by the College and the Union upon written notification by either party to the other no later than September 1.

Jacqueline Taylor
Provost and Vice President for AA, TCNJ

04/04/2014

Date

Ralph Edelbach,
President, TCNJFT, Local 2346

04/04/2014

Date

MOA Student Feedback-040414-final.docx