

# COURSE EVALUATION PROCESS

First notification is emailed to the students and faculty at the end of the part of term in which the class was offered.

The student then responds to the questions regarding the course, how well the objectives were communicated, and how well the instructor worked with the class.

After three responses, faculty can review respondents/non-respondents.

A second email is sent to students and faculty two days before course evaluation end date.

When the course eval. Period ends, administrators receive access to the results.

Faculty are notified after the course eval. Period ends that the results are available. Course evaluations will be available each term after grades have been officially posted.

The Admin. Coord. For each school saves the individual faculty reports, school summary report, and any other required reports to the K: drive for future access.