

1.0 Preamble

SKG is committed to high quality teaching and learning.

Gaining information about students' experience of teaching through surveys of students is an important means by which instructors can improve teaching and learning, and an important contribution towards SKG's accountability to its community.

2.0 Purpose

This policy sets out SKG's commitments to and requirements for collection and use of information about students' experience of teaching in each SKG course.

3.0 Definitions

For the purposes of this policy, "survey" means a survey concerning students' experiences of teaching.

"Academic Advisory Circle" means the group of individuals appointed by SKG's board to provide guidance and advice to the board concerning SKG's academic mission and its services and supports to students.

"Board" means SKG's board of governors.

"Course" means a course that is part of a program leading to a credential, of any duration.

"Director of Academics" means the President of SKG, or an individual designated by the President, who is responsible to administer SKG's academic mission, regardless of the title of that position.

"Employee" means a person who performs work for wages in any capacity for SKG.

"Instructor" means an employee of SKG who is responsible for teaching, evaluation, academic supervision, and/or related activities for credit and non-credit courses, and/or responsible for evaluation of students in any other activity that is part of SKG's academic mission. It includes all such employees, whether faculty members or contract employees.

"Student" means an individual registered in a course or program of study at SKG, whether full-time or part-time.

"SKG" means Shingwauk KinooMaage Gamig.

4.0 Policy

4.1 Development of surveys concerning students' experience of teaching

The Director of Academics shall develop a consistent approach and format (template) to be used by instructors in surveying students' experience of teaching.

The Director of Academics shall invite the participation of SKG's instructors in development and modification of the template.

The Director of Academics shall provide the template to SKG's Academic Advisory Circle and invite the Circle to provide recommendations for improvement.

The template shall:

- Include questions to be asked of students in every course,
- Include an opportunity for an instructor to choose to add questions with respect to a course for which they are responsible, and
- Be in a format and of a length that encourages students to complete it.

Where an instructor chooses to add questions, the instructor shall consult with the Director of Academics before the questions are added.

The survey may be administered in a paper-based or electronic format.

4.2 Administration of surveys

The Director of Academics shall ensure that every course taught by SKG shall provide a survey to students concerning their experience of teaching.

The survey shall:

- Conform to SKG's template (as addressed above).
- Be administered no earlier than the final two weeks of a course.
- Be administered in a way that ensures that a specific student's responses remain anonymous.
- Be collected from students by an individual other than the instructor, as part of the requirement to protect anonymity of student responses.

The Director of Academics shall establish a process by which information from the surveys is assembled by an employee of SKG other than the instructor.

The Director of Academics has discretion to exempt very small classes from the requirement of a survey, in order to protect anonymity of student responses.

4.3 Access to information from surveys

Information from surveys completed by students may be reviewed by the instructor of the course in which they were administered.

The Director of Academics, and/or an employee or employees of SKG designated by the Director of Academics, may review surveys completed by students.

4.4 Use of information from surveys

Surveys are intended help instructors gather formative feedback from students that can be used towards ongoing improvements in the quality of course design and delivery, as well as student learning experiences.

Instructors may use information from surveys to inform their teaching methods, assignments, and the way that the course is structured.

The Director of Academics may develop and implement a process to use aggregated and anonymized information from surveys for the following purposes:

- To monitor SKG's performance in its teaching and learning mission and provide information concerning trends to the Academic Advisory Circle and SKG's board of governors.
- To inform curriculum design and renewal, and quality assurance processes.
- To provide general information to prospective students concerning SKG's performance in its teaching and learning mission.
- To identify areas of teaching competencies where an instructor could benefit from supports, as part of development of plan for voluntary professional development.

An instructor may choose to make use of aggregate information from surveys as part of their teaching dossier or otherwise demonstrate their teaching competencies.

Prohibited use

Information from surveys of students' experience of teaching shall *not* be used to:

- Publish aggregate information about students' experience in specific courses, or
- Evaluate the job performance of an instructor.

An instructor shall not attempt to determine the content of individual students' responses to a survey.

If an instructor becomes aware of or can reasonably identify an individual student's responses to a survey, the instructor shall not allow the student's responses to influence their evaluation of the student.

4.5 Surveys and students' concerns about a course

Due to the timing of the surveys, instructors are unable to implement changes to the course based on feedback from current students. While the survey is intended to highlight areas of strength and areas for improvement, students should not wait for the survey to raise their concerns or issues.

If students are experiencing challenges with the teaching or administration of a course, they should speak with their instructor during the semester. It is in the interest of both students and the instructor to address these issues when a satisfactory resolution can benefit the student's experience; this outcome is impossible if the issue is raised when the course is close to completion or complete.

If students discuss an issue with the instructor and the issue is not resolved, or if they feel uncomfortable raising their concern directly with the instructor, students may speak with the Director of Academics.

5.0 Related Policies, Procedures & Documents

SKG's other policies and procedures may be found on its website.

6.0 Responsible Officer

Director of Academics

7.0 Version history

Board's approval pending recommendation of Academic Advisory Circle: December 2023

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