

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. E38
	ORIGINATOR Vice President, Academic	
	APPROVED BY President's Executive Committee	
TITLE COURSE ASSESSMENT	EFFECTIVE DATE 2001.10.16	REPLACES 1997.10.15

PREAMBLE

Course assessment is an essential component of all courses offered for credit at Algonquin College. Course assessment provides a systematic and consistent mechanism for eliciting feedback from students, assists in the identification of areas needing improvement and promotes accountability for the effectiveness of college offerings. Results from course assessment are used to identify modifications to course design, facilities and equipment, assist in program review and support the development of faculty.

POLICY

1. All credit courses will be subject to assessment throughout the year.
2. A standardized assessment instrument will be used for the majority of courses. On occasion, exceptions will arise due to the nature of the learning environment or delivery approach. In such instances, alternative approaches to course assessment will be developed, approved and implemented.
3. Course assessment will be administered and reported in a manner that will ensure student anonymity and confidentiality.
4. After the course is completed, course assessment results will be distributed to the faculty member(s) and the Chair responsible for the course.
5. The implementation of a common, college-wide instrument and mechanism for course assessment does not preclude the use of formative assessment tools by faculty to gain feedback from students while a course is underway.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. The instrument is subject to periodic review and modification for approval by the Vice President, Academic.

2. Course assessment is coordinated by the Planning Department with the assistance of the Registrar's Office and Chairs.
3. Course section identification data are extracted at the beginning of the term and validated by both the Registrar and Chairs to ensure accuracy.
4. Course assessment packages specific to a course section are produced and forwarded to the academic departments for administration during class time.
5. Faculty are asked to set aside twenty minutes of classroom time, preferably at the beginning of the class period for course assessment. It is recommended that the class period chosen should be at least one week before final evaluation activities. While administered, the Faculty member shall absent himself/herself from the room.
6. The forms are distributed to students by the class representative or other designated student volunteer who is responsible for collecting all completed assessment forms and sealing them in a return envelope.
7. The sealed envelope is returned to the Academic Department by the student responsible for the administration of the course assessment forms.
8. Sealed packages of completed course assessments are forwarded to the Planning Department for processing.
9. Course Assessment reports will be returned to the faculty member and Chair early at the beginning of the next term.

RELATED DIRECTIVES

Student Complaints - E23

Program Review - E25

Faculty Consultation with Students - E32

(original signed by)

Vice President, Academic