

Procedures for the Administration of the Student Opinion Survey-Form

1. The SOS is the current instrument utilized by Central Michigan University for student evaluation of instruction whose results can be used for reappointment, tenure, and promotion decisions. The SOS should be used only once per semester and administered in the last two weeks of classes. Administration of the SOS during final exam week is not recommended.

It is recommended that an instructor utilize the *Individualized Designed Form for the Improvement of Instruction* (IDF-II) for improvement of their teaching effectiveness. The IDF-II can be accessed at <http://webs.cmich.edu/aronliw/idfii.pl>. As the purpose of this instrument is different from the SOS, it is recommended that this survey be administered prior to the thirteenth week of a semester. Contact the Faculty Center for Innovative Teaching at extension 3615 for further information on the use of the IDF-II.

2. Students should be informed in advance of the date the SOS form will be administered.
3. Sufficient time (10 minutes) should be provided for students to complete the SOS. It is suggested that the instructor leave the room during the administration of the SOS.
4. It is strongly recommended that a student volunteer be selected by the instructor to assist in the administration of the SOS. The student volunteer will distribute both the survey and open-ended *Individual Opinions* forms and provide the following verbal instructions to the students:

Instructions to be read to students by student volunteer:

- A. Please use only a pencil and erase thoroughly if you change a response.
 - B. The Course Designator/Number for this class is _____. Please enter this information in the first line of the form.
 - C. The CMU Faculty Global ID for this class is _____. Please enter this alpha/numeric code in the section titled "CMU Faculty Global ID".
 - D. The Course Reference Number for this class is _____. Enter this 8-digit number in the section titled "Course Reference Number".
 - E. Please mark the appropriate response to the remaining questions. If you do not have an opinion with regard to any question, please leave the response to the question blank. When finished, return the completed survey to the front of the class.
 - F. You may express your personal reactions to this class on the accompanying "Individual Opinions" sheet that is provided for this purpose. Please include the section number in the space provided.
5. Questions 9 – 10 on the questionnaire are intended for department and/or faculty member use. Indicate to the class what these questions are.
 6. After sufficient time has been provided for the students to complete the survey, the student volunteer will collect and insert the two forms in separate envelopes. The student volunteer will then deliver the envelopes to the department office immediately after the administration of the survey.
 7. The envelopes containing the *Individual Opinions* questions will be stored in a secure area by the department secretary until they can be released back to the instructor the day after the deadline for final grades to be turned in to the Registrar's office.
 8. After the envelopes containing the survey questions are checked for accuracy of information reflected in the course reference number and faculty ID sections of the surveys, they will be forwarded to Institutional Research for processing.
 9. Utilizing the list-serv, Institutional Research will notify instructors the day after the deadline for final grades that they can begin to access survey results via the on-line reporting system. A follow-up note will be sent when the processing cycle has been completed.