



State University of New York  
College of Environmental Science and Forestry

## Faculty Governance

Resolution No: 2011-04

A RESOLUTION of the SUNY College of Environmental Science and Forestry Faculty  
Introduced by the Committee for Instructional Quality and Academic Standards

REQUESTING A MODIFICATION TO THE END OF COURSE SURVEY PROCEDURES

WHEREAS the delivery of the end of course survey in an electronic format has produced unacceptable levels of student participation;

RECOGNIZING that the faculty need feedback to evaluate the effectiveness of their teaching efforts.

RECOGNIZING that the preferred choice (as surveyed) of faculty to ensure student participation is to deliver the survey during class time.

NOW, THEREFORE, BE IT RESOLVED that:

Course surveys may be administered either by paper in class or on-line. Department Chairs may choose to offer paper as an alternative to the electronic survey. Given a choice, instructors would indicate to the department chair which method they would use for each of their courses. Department chairs would maintain a record of the survey method to be used in each course. Departments would prepare the packets used to administer the in-class paper surveys. Packets would be returned to departmental offices for processing. The surveys should clearly indicate that comments will (1) not be transcribed, (2) will be transcribed, or (3) will be transcribed if requested by the student. I&GS will investigate the most cost effective option for tallying and summarizing data. Costs of administering the survey (preparing survey packets for faculty, distributing them, collecting them and transcribing written answers when necessary) will be borne by the departments; the College will pay for the forms and machine scoring.

The on-line course survey system as currently administered by Information Systems will be available for those who choose this method.

BE IT FURTHER RESOLVED that:

The Executive Chair of the SUNY College of Environmental Science and Forestry Faculty Governance convey in writing (email is acceptable) the contents of this resolution to the President of the College and Faculty Chair of this body, with copies to \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ within ten (10) days of the date of approval below. The contents of this resolution shall also be conveyed to the main body of the SUNY-ESF faculty via email, campus news, the faculty governance website, and shall be included *verbatim* in the minutes of the meeting at which it was passed.

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Following Roll Call Vote:    Ayes:            \_\_\_\_\_  
   Nos:                \_\_\_\_\_  
   Absent:            \_\_\_\_\_

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Secretary for the SUNY College of Environmental Science and Forestry  
Faculty