



CALIFORNIA STATE UNIVERSITY, LONG BEACH
OFFICE OF ACADEMIC AFFAIRS

January 22, 2019

**TO: Department Chairs
Program Directors**

**CC: College Deans
College Associate Deans**

**FROM: Kirsty Fleming
Associate Vice President for Faculty Affairs**

SUBJECT: STUDENT PERCEPTIONS OF TEACHING (SPOT) - SPRING 2019

POLICY AND PROCEDURES

1. According to the Senate Policy on the Student Evaluation of Teaching (PS 17-05), all departments will use the Student Perceptions of Teaching (SPOT) instrument.
2. All classes with a C classification and six or more students shall be evaluated. Departments may also vote to require evaluation of specified courses. If a Department does require these evaluations, they shall be uniformly required of all faculty. Faculty members may choose to evaluate any other of their classes.
3. Evaluation summary reports will be printed for all requested and required classes, unless courses are held online, with the exception of any courses that are part of a pilot program for this semester. Missing packages or those containing all uncompleted forms will result in a summary report indicating that no evaluations were submitted for that class.
4. **Student evaluations MUST be administered by NON-FACULTY persons and MUST be administered between April 19 and May 10, 2019.** Faculty members shall not be present during the administration of the forms and shall not handle or see the completed forms until after the statistical summary report is delivered from Academic Technology Services. **No other questions can be asked or added to the form during the administration of SPOT.**

SELECTING COURSES USING THE SPOT COURSE SELECTION WORKBOOK

Departments will receive an Excel spreadsheet attached to an email addressed to the chair and any designated department contacts. The Excel spreadsheet will include all courses.

1. Please verify that all information is accurate. Please update any inaccurate information, including

- the instructor information, meeting location pattern, and total enrollment.
2. If the instructor who is listed on the course is NOT the Instructor of Record, please correct the instructor information and indicate the instructor for whom evaluations will be administered.
 3. Course enrollment can be updated directly under the course enrollment column. Please only update this information if the actual enrollment has changed or if two courses are combined under one evaluation. If you have any questions about updating enrollment, please contact Mindy James.
 4. Cross-listed courses are those that meet together at the same time and location. Only one SPOT packet should be requested if the course is cross-listed. If a course is cross-listed, it will be marked “Yes” in the cross-listed column. If you need enrollment from a separate department regarding their enrollment numbers please contact them directly or you may also contact Mindy James.
 - a. Examples of cross listed courses include:
 - i. Courses listed under multiple departments
 - ii. Courses with both graduate and undergraduate students
 - iii. Sections of a course that meet together.
 5. Under the Administer column please only put the following responses.
 - a. **Yes** – SPOT should be administered for the course, and the course is not cross listed or is the main section for a cross listed course.
 - b. **Exempt** – Course is exempt from administration or is cross listed and a secondary course.
 - c. **Early administration may not be requested directly on the course workbook.**
 - i. **All Early requests must be sent to the ATS SPOT team via email before February 18, 2019**, with a minimum of 7 days before the packet is needed.
 - ii. Courses can only be selected Early
 1. If the course ends before the end of the semester
 2. The instructor only teaches the first part of the course.
 6. SPOT may be administered online for courses that meet the following conditions.
 - a. The course is taught exclusively online
 - b. For Spring 2019 a pilot of hybrid courses will be conducted. This will allow instructors of hybrid courses to select if SPOT is administered online or via paper. Information on how to identify these courses will be sent in a separate email.
 - c. For Spring 2019 there will be a selective pilot of face-to-face courses. All participants who are eligible will be contacted in a separate email.
 7. **The Excel spreadsheet must be sent directly by the department chair to ATS-Survey@csulb.edu with a note in the body of the email verifying that all course information and selections are accurate. It is due no later than March 4th.**

ONLINE COURSES

1. If an instructor has an online course, students will receive a link via their CSULB email accounts as well as on the home page of BeachBoard. In order to help foster student participation in online evaluations, it is important to inform students in advance. Please remind faculty members to inform students about the online evaluation process.

FOR QUESTIONS CONTACT:

ATS SPOT Office in Academic Technology Services, at Ext. 5-8336 or by e-mail

ATS-Survey@csulb.edu.

VP Fall 2018 doc

Attachment

SPRING 2019 FACULTY EVALUATION SCHEDULE

FEBRUARY 18, 2019

All early evaluation requests are due seven days before needed by department with all early evaluations requests being submitted no later than February 18. Early evaluation requests and questions should be sent to ats-survey@csulb.edu.

FEBRUARY 25, 2019

Course selection Excel workbooks will be emailed before 5pm.

MARCH 4, 2019

Course selection workbooks are due back to the Academic Technology Services (ats-survey@csulb.edu) no later than 5 pm.

MARCH 11, 2019

This is the absolute deadline for any changes or corrections. No modifications will be made after 5 pm on this date.

APRIL 15, 2019

Academic Technology Services will distribute pre-printed Student Perceptions of Teaching (SPOT) forms to the department. The forms must be administered to the class indicated by the ticket number at the top of the form.

APRIL 19, 2019

Online Evaluations will be opened and links will be emailed to all state-sponsored students in the course. Paper evaluations can start being administered in courses.

MAY 10, 2019

This is the last day of instruction for the Spring 2019 Semester and the last day to administer paper evaluations. Online evaluations will close at 11:59 p.m.

MAY 17, 2019

The department must return the completed Student Perceptions of Teaching (SPOT) forms to Academic Technology Services. **Please use the carton in which the forms were sent and place the forms in alphabetical order by instructor and free from staples or other instructions.** Any boxes not returned in alphabetical order will be returned to department and processed after other departments have been completed.

JUNE 21, 2019

Academic Technology Services will email Irregularity Reports to the Dean's Office and Department Chairs. The statistical summary of SPOT will be provided to the AVP for Faculty Affairs (in secure electronic format), the Dean's Office (on CD), and the department or program office (two hard copies). The department or program office will then provide one of the two hard copies to individual faculty members immediately.

The original hard copy SPOT forms with the student comments included shall be reviewed by the department chair or program director and then delivered to the individual faculty members no later than the end of the first week of instruction.