PROCEDURE TITLE: Course Feedback
RELATED POLICY: NC700 Course Feedback

A. Definitions

Course End Date: The Friday of the last week of scheduled classes.

B. Procedure Purpose

Student course feedback provides a systematic and consistent mechanism for gathering input from students. This procedure outlines the parameters related to the administration of course feedback questionnaires.

C. Procedure Statements

1. The Centre for Academic Excellence (CAE) will undertake all necessary steps for administering the questionnaire, advising faculty and students, promoting participation and ensuring report functionality conducive to analysis of collected data.

2. Questionnaires for every credit course at Niagara College, will be administered online via Blackboard, and reported in a manner that ensures confidentiality.

3. Questionnaires will be available for online completion for up to a 17 calendar day period from two (2) weeks before the Course End Date to three (3) days following.

4. Seven (7) calendar days after the term end date and final grades have been submitted, reports for each course may be accessed via Blackboard, by the faculty who taught the course during that particular term, for any duration, as well as the academic administrator. Individual faculty results will be treated as confidential.

5. Each academic school will discuss overall results and determine appropriate follow-up strategies for continuous improvement and sharing of best practices.

D. Forms

n/a