

MICHIGAN STATE
UNIVERSITY

November 15, 2001

MEMORANDUM

TO: Undergraduate Associate Deans

FROM: Barbara C. Steidle, Assistant Provost for Undergraduate
Education, Assessment and Academic Services

SUBJECT: Student Opinion of Courses and Teaching (SOCT) Policy
and Administration

1. Per the SOCT policy adopted by Academic Council, all teaching faculty members and instructors responsible for undergraduate instruction (**with the exception of graduate teaching assistants**) are charged with administering the Student Opinion of Courses and Teaching (SOCT) forms by the end of each semester.
2. The forms are available from the Scoring Office. Units should be sure to get the cover sheets that are used to identify the instructor to add to each packet before sending to the Scoring Office for analysis.
3. Returned forms should be given back to the instructors after grades have been submitted. (These are not usually available until the next semester, in any case.)
4. Results of the SOCT surveys will be available on a controlled website for student use prior to the beginning of annual enrollment for AY2002-2003.
5. **It was the consensus of UCAP, in enacting the policy, that the SOCT forms not be used to replace the approved SIRS forms used by the units as the measure of teaching evaluation used for salary determination or in reappointment, promotion, and tenure reviews.**
6. Under the policy on SIRS, all instructional staff, **including graduate teaching assistants**, are expected to administer the SIRS in each course they teach each semester. Academic units may choose to use the University-developed or unit-approved forms for the purpose of evaluating instruction. Results of SIRS are confidential under the policy statement.



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PROVOST

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Alert: Website Development for Display of Results of SOCT

UCAP is working with AIS to develop the format for the display of SOCT results.

Based on earlier discussions in the Committee, the results for any given faculty member in any given course will be displayed with some comparative data in a "box and whiskers" format. Because of the wide variation in numbers of courses and numbers of sections in academic departments, UCAP supported giving academic units some range of choice regarding the comparison set for each subject code. The range of choices that units will be asked to decide upon includes the following:

1. All courses in a subject code at an undergraduate academic level, i.e., lower division 100 + 200 level and upper division 300 + 400 level.
2. All courses in a subject code within the same number range, i.e., all 100 level; all 200 level, etc.
3. All sections with the same subject code and the same course number, i.e., all sections of SOC 315, when a course has a minimum of five sections and is taught by at least five different instructors.

Default position: For units which do not make a choice of any of these options by the due date, the default selection will start with the finest-grain comparison (3 above), assuming the minimum of 5 sections and five instructors, and move backward to 2 and then 1.

Please provide your departments with this information so that they can begin to consider the choice they would like to make. The selections should be sent to Dr. Barbara Steidle in 216 Administration Building by January 10, 2002.

BCS:rp11.14SOCT.ASCDs.doc

C: Professor Jon Sticklen, Chairperson, University Committee on Academic Policy
Ms. Patricia Croom, AIS