TO:Provost's Council

FROM:John Pritchett, Provost and Chief Academic Officer

RE:New Student Perception of Teaching (SPOT) form

DATE:November 14, 2005

As you know, each term students evaluate their instructors using the Student Perception of Teaching (SPOT) form. During the last year, the Assessment Committee of the University Faculty Senate worked with Sharron Ronco, Associate Provost of Institutional Effectiveness and Analysis, on revising the SPOT instrument. A new SPOT form (attached) was approved by the University Faculty Senate in April 2005. This form will be put into use beginning in Fall 2005.

All sections of all courses with enrollments of five or more students taught by a faculty member at FAU, including those taught by adjuncts and graduate assistants, are to be assessed using SPOT, with the exception of courses involving individual instruction such as directed independent study. For courses with more than one instructor, assessment of instruction will be conducted separately for each instructor.

The assessment will be conducted during the last three weeks of the course in the academic year, and during the last week of the course during the summer sessions. The instructor will pick up the packet from the department office and take it to the appointed class meeting. A student volunteer will distribute the SPOT forms to the class and the instructor will leave the classroom while the SPOT is completed by the members of the class. The student volunteer will put the completed forms in a sealed envelope. When the instructor returns, the instructor and the student will both sign the envelope across its seal. The student volunteer will be responsible for returning the packet to the department office immediately upon completion of the class period.

Classes that are fully online or videotaped will be evaluated with the Distance Education Student Perception of Teaching online instrument. Students enrolled in these courses are notified by Information Resource Management (IRM) when the survey is available for response. The same time periods are allowed for online SPOT entry as defined above for the paper SPOT.
The completed SPOT forms are scored by the Office of Testing and Evaluation. IRM maintains the website with individual instructor responses. All items except 16, 17 and 18 will be posted to the website. The Office of Institutional Effectiveness and Analysis provides an online interactive tool with aggregate data for all items. Individual comments are made available only to the department chair and instructor.

SPOT results inform students, faculty, administrators and the general public of the students' perception of instruction. Results are used, in part, to annually evaluate faculty and review departmental performance. Aggregate reports may be useful for gauging how student perceptions vary over time, or across disciplines and levels. Faculty may use these reports to compare results in their classes with others of the same size, level and discipline.

Cc: Roy Levow, President
    University Faculty Senate

    David Lee, Acting President
    United Faculty of Florida