

Student Opinion Surveys – Policies and Procedures
NAU School of Forestry – Approved 20 February 2002

General Policies and Procedures

- All Student Opinion Surveys for the School of Forestry shall be administered using a web-based survey form.
- All Student Opinion Surveys will be coordinated through the School of Forestry’s Administrative Assistant (AA).
- Each semester, the AA will prepare a schedule of all courses/instructors for which Student Opinion Surveys will be administered. The schedule will be completed by the end of the second week of each semester and will provide the information shown in the example table below:

Crs No	SeqNo	Faculty Name	Crs Time	Begin Web-Based Survey Period	End Web-Based Survey Period
FOR101	123456	A. Jones	8:00-9:00 MWF	Apr 27	May 13
FOR325	987654	C. Smith	11:00-2:00 MTWThF	Feb 3	Feb 17
*	*	L. Johnson	*	Mar 2	Mar 16
*	*	B. Albers	*	Mar 13	Mar 29
*	*	E. Thomas	*	Apr 3	Apr 17
*	*	A. Jones	*	Apr 27	May 13
FOR401	24680	T. Able	10:00 TTh	Apr 27	May 13

- Upon completion of the survey schedule, the AA will forward the schedule to the CESM IT Support Team (surveyadm@cesm.nau.edu).
- The CESM IT Support Team will facilitate all necessary tasks required to administer the surveys via the web-based form.
- One week prior to the date a course/instructor is to begin the survey period, the AA will send an email notice to the instructor (with c.c. to surveyadm@cesm.nau.edu) reminding the instructor to begin announcing the survey to his/her students.
- Unless otherwise requested by a faculty member for a particular course, the survey form for each class shall remain active for no less than two weeks from the date the form is first activated.
- On the first day beginning the survey period, all students in each class to be surveyed will be sent a reminder notification through the web-based survey systems. The text of this email will ask students to participate in the survey and will provide the students with the URL to the survey form.

- At the end of the normal business day, on the last day of the survey period for a particular course/instructor, the form for that course/instructor will be deactivated.
- Within three days, following the due date for end-of-semester grade submissions, the results of the surveys will be processed. An email form of the results will be sent to each faculty member. A paper form of the results will be submitted to the AA for inclusion in the faculty member's files.

Survey Period for Full-Semester Courses With One Instructor

- The survey period, unless otherwise requested by the faculty member, shall be the period beginning the Monday of the week prior to "Reading Week" and ending on the last day of final exams for the semester.

Survey Period for Full-Semester Team-Taught Courses

- The survey period, unless otherwise requested by the faculty member, shall be the period beginning the Monday of the week prior to "Reading Week" and ending on the last day of final exams for the semester.
- If desired, each instructor of a team-taught course may request that the survey form for their portion of the course be activated during the two week period immediately following completion of their of the course.

Survey Period for Partial-Semester and Mini-Break Courses

- The survey period, unless otherwise requested by the faculty member, shall be the last two weeks of the course.

Instructor-Defined Survey Questions

- Faculty members may request up to 10 additional (Likert-scale) questions to be added to the standard departmental survey questionnaire. Requests for additions to the standard questionnaire should be made via email to surveyadm@cesm.nau.edu at least two weeks prior to the beginning of the survey period.
- Results of instructor-defined survey questions are considered personal property of the faculty member and will be reported only to the faculty member.

Mid-Semester Progress Surveys

- Faculty members may request personal-use, mid-semester, surveys to be administered during a semester. Requests for mid-semester progress surveys should be made via email to surveyadm@cesm.nau.edu at least two weeks prior to the desired survey period.
- Results of mid-semester progress surveys are considered personal property of the faculty member and will be reported only to the faculty member.

Alternative Methods for Increasing Response Rates

- The method of emailing students to request their participation in the Student Opinion Surveys has shown itself to be reasonably successful (73 % response rate in Fall 2001). However, faculty may, at their discretion, utilize other approaches to encourage participation (assigning survey as homework assignment, etc.)