The Student Opinion Report (SOR) Process

Requesting Student Opinion Reports

Requests to administer Student Opinion Reports must be made through the academic department or Institute. During the first few weeks of a long semester (but no later than the 5th week of the semester), faculty should check with their Department Chair to ensure that the appropriate course or courses have been identified for SOR administration so these courses will be included in the Institute's *SOR Request File* to Planning & Institutional Effectiveness (PIE).

- **Part-Time Faculty:** Student Opinion Reports (SORs) will be administered in one or more sections taught by new part-time faculty in their first semester of teaching. SORs will be done in at least one section in each different course taught by returning adjunct faculty within a calendar year

- **Full-Time Faculty**: Faculty who are applying for promotion must submit four (4) official student evaluations from the previous 6 or 7 semesters, excluding the fall semester of the promotion application. Faculty may submit additional student evaluations in the Appendix of their promotion packet. Refer to the 2016-2019 Faculty Contract for additional information.

Administering Student Opinion Reports

All SORs will be administered ***electronically***. In 15-week terms, SORs will be administered during the 9th-12th weeks of the semester. In 11-week terms, SORs will be administered during the 7th-9th weeks of the semester. During shorter terms, administration dates will roughly correspond to the dates between 60% to 80% of the term. Time must be designated ***in-class*** to administer the electronic SORs during these periods.

Students can use their phone, tablet, or laptop to take the surveys. In classrooms with computers that are connected to the internet, students can use those computers to take the electronic SORs.

Faculty may proctor their own SORs, or they may have another faculty member, staff member or responsible student administer the SORs.

Step-by-Step Administration Instructions and an Instructional Video are available on the Planning & Institutional Effectiveness SOR page at
https://www.brookdalecc.edu/pie/sor/

Communications

Students **will not receive** invitation emails prior to the in-class administration of the electronic SORs. When faculty and proctors are administering the survey in-class, they should remind students to only complete the survey *for the particular class being evaluated* and not to go ahead and complete other class surveys that might be on their survey dashboards. This will minimize the likelihood that students will complete surveys in advance.

Faculty will receive a *"SOR Confirmation & Instructions" email* from the Director of Institutional Research & Evaluation prior to the data collection period confirming the course sections requested and providing general instructions. During the survey administration window (e.g., weeks 9-12 in a 15-week term), faculty will receive automated *Response Rate emails* once a week.   These messages may be sent from our survey vendor (IOTA 360 Solutions). In addition, the Director will send a notification if the data collection period is extended for any reason.

Reports

The Director of Institutional Research & Evaluation will notify faculty when results reports are available. For most terms, this will be about one week after the deadline for submitting course grades. The notification will include instructions for viewing the reports.

Some of the reports that faculty will be able to access online include Brookdale's standard Student Opinion Report (containing frequency distributions, bar graphs, item means, and item percentile ranks by Institute and for the total College), a benchmark report, course comparisons (average scores per question by course), and comprehensive reports that include response frequencies and verbatim student comments.

Additional Information

Additional information about the Student Opinion Reports, including current Survey Request Deadlines, Survey Administration Timelines, Step-by-Step In-Class Administration Instructions, Frequently Asked Questions, and the online Proctor

Observation Forms can be found on the Planning & Institutional Effectiveness Student Opinion Report web page at https://www.brookdalecc.edu/pie/sor/