

Keywords:	student, course, evaluation, SB389, senate bill 389				
Policy Number:	To be assigned				
Originally Issued:	Summer 2011	Revised:	None	Effective Catalog Cycle:	Fall 2011
Approved by:	Provost	Executive Sponsor:	Provost	Responsible Office:	registrar@umkc.edu

I. Policy Statement

Satisfaction of the reporting requirements for SB 389 related to course evaluation by students is accomplished in one of two ways: including the designated questions in the Academic Unit specific course evaluation or using the stand-alone electronic SB389 course evaluation system as a supplement to the unit specific course evaluation. Deans of Academic Units are responsible for making sure the SB389 course evaluation questions are distributed, collected and the results submitted to the Registrar's Office in a timely manner. They are also responsible for notifying students of the availability of this feedback mechanism when using the stand-alone electronic system.

II. Reason for Policy

Fulfill the requirements of Senate Bill 389.

III. Who Should Read this Policy?

Provost's office personnel; Academic Unit Deans and other academic administrative personnel; Registrar's office personnel

IV. Instructions, Procedures and Related Information

Procedure occurs during the final six weeks of the Fall and Spring semesters and during the final three weeks of the Summer semester. The Registrar will determine the timeline for all other academic periods, e.g., intersessions.

- 1) The Registrar will contact the Deans of the Academic Units approximately 6 weeks before the end of the semester and request that the Academic Units begin communicating to their students regarding semester stand-alone electronic course evaluations deadlines.
- 2) Stand-alone electronic SB389 course evaluations will be made available three weeks before the end of the term.
- 3) Students will be notified at least two weeks before the electronic evaluations are made available.
- 4) A follow-up email will be sent by the academic unit approximately one week before the deadline to submit electronic course evaluations.
- 5) SB 389 course evaluation questions which are included in the academic unit specific evaluations will be administered as part of the academic unit's course evaluation procedure. Academic Units will be responsible for providing instructions to their students as part of their procedure.
- 6) All evaluations deadlines will be published in Blackboard's information section as well as the campus portal.
- 7) All SB 389 course evaluation results will be submitted to the Registrar no later than three weeks after the evaluation period has ended. The data will include standalone 389 questions that are compiled from stand-alone electronic evaluations as well as from Academic Units who combine SB 389 questions with their unit specific evaluations.

V. Contacts

UMKC Registrar's Office: Website: <http://www.umkc.edu/registrar/default.asp>
Physical Location: 115 Administrative Center, 5115 Oak Street, Kansas City, MO 64110
Mailing Address: 5100 Rockhill Road, Kansas City, MO 64110-2499;
Phone: 816-235-1125; **Fax:** 816-235-5513; **Email:** registrar@umkc.edu

VI. Exclusions

None

VII. History & Updates

The UMKC Faculty Senate determined that the question to be asked would be: *Is the instructor an effective teacher?*

VIII. Appendices

None