

Memo To: All UH-Downtown PS Holders
From: Loren J. Blanchard, President
Subject: Student Course Opinion Surveys

UH-Downtown/PS 03.A.26
Issue No. 4
Effective Date: 05/15/2023
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1. PURPOSE

This PS states the University of Houston–Downtown policy on student course opinion surveys. The State of Texas requires student opinion surveys for all undergraduate courses. UHD faculty value the feedback of student experiences in their courses.

2. DEFINITIONS

2.1 Student course opinion survey: refers to the end-of-term opinions of students enrolled in the course regarding course content and instruction.

3. POLICY

3.1 Development of the survey instrument.

3.1.1 The Academic Policy Committee will identify and/or develop the survey instrument and will make a recommendation to the Senior Vice President for Academic Affairs and Provost and the Faculty Senate.

3.1.2 Adoption of the survey instrument requires approval by both the Faculty Senate and the Senior Vice President for Academic Affairs and Provost.

3.1.3 The Student Opinion Survey and the instrument being used will be reviewed at least every five years by the Academic Policy Committee.

3.2 Implementation of the survey instrument

3.2.1 Office of the Senior Vice President for Academic Affairs and Provost oversees the implementation of the student opinion survey each semester.

3.2.2. Student course opinion surveys will be conducted for all courses at the end of each academic term. Every course must use the approved instrument. Colleges, departments, and/or individual instructors may add questions to the survey instrument.

3.2.3 Survey instruments are completed anonymously.

3.2.4 The results of the course opinion surveys are released to the instructor immediately after semester grades are released to students.

3.2.5 The integrity of the surveys will be maintained by the instructor; examples include but are not limited to: not being present in the room; not having access to survey results before grades are posted; and not offering incentives.

3.3 The Office of the Senior Vice President for Academic Affairs and Provost will maintain resources for best practices in administering and using surveys.

4. PROCEDURES

Procedures for this policy are imbedded in the Policy section.

5. REVIEW PROCESS

Responsible Party: Senior Vice President for Academic Affairs & Provost

Review: As needed. Every three years on or before July 1st.

Signed original on file in the Office of Human Resources.

6. POLICY HISTORY

Issue #1: 09/18/92

Issue #2: 01/15/08

Issue #3: 06/27/14

7. REFERENCES

There are no references for this policy.