Course Improvement Plan (CIP) Guidelines
4.21.21

New Instructors – All new instructors are asked to complete an initial CIP following their first term of instruction, upon availability and review of SurveyDIG (SD) end of course student survey results. The request date will depend upon the term of instruction (fall, spring or yearlong). Instructors teaching fall semester courses will likely be asked to submit the initial CIP in April during their first term of instruction. Instructors teaching yearlong or spring courses will receive this request in June. This is due to the fact that the SurveyDIG end of course student evaluation results were not available until after the first academic term of instruction had ended.

> *We strongly recommend that instructors allow students class time, or at least encourage them, to complete the SD end of course survey. Typically, a higher student participation rate demonstrates a more accurate reflection of student feedback.*

Returning Instructors – In January of each year, PE staff members will review SD results from the fall semester immediately preceding, and the spring SD results from the previous academic year. This will include courses that ran yearlong the previous year, because SD evaluations were not completed until all final grades have been entered at the end of the academic year (making them spring SD results). Per the established VU guidelines, the following criteria are used for determining when an instructor is required to submit a CIP:

- Instructors who receive a low "L" ranking in three or more categories within the SD end of course survey results will be required to submit a CIP.

- At the discretion of the Dean or Program Director, instructors who consistently earn low ratings in the same one or two areas may be asked to complete a CIP.

> **Example course terms reviewed each year: In January of 2021, the Project EXCEL office will review SD results from Fall 2020 courses, Spring 2020 Courses, and 2019-20 Yearlong Courses that end after February 1 of 2020.**

NOTE: Zero or Low Student Response Rates – A zero or low student participation rate in the SD results will be noted on an instructor's annual Performance Review (PR), which must be sent to the Provost's office for review. **Again, we strongly recommend that instructors allow students class time, or at least encourage them, to complete the SD end of course survey.**

CIP FAQs

- **Will the Course Improvement Plan (CIP) process be used to penalize instructors?**
  No, the CIP process is not designed to penalize instructors. After the initial CIP is completed, only returning instructors with a <u>consistent pattern</u>* of concerns from the student surveys will be required to complete a CIP. One student's remarks will not be cause for serious concern. ***This process is designed to provide our instructors with a way to evaluate their student feedback with a positive, proactive approach. While there is no specific level of detail required, your responses should provide enough depth to answer the questions in a way that will be meaningful and useful to you.*** You may find that you wish to continue this process, even when not required to do so, as a valuable way to evaluate your students' feedback for course improvement.

  *A consistent pattern is defined as the same issue of concern being expressed by multiple students during one course term or over multiple course terms.

- **Can we see which students have completed the survey, and what happens if we do not get 100% participation?**
  For student privacy purposes, there is no way to see which students have completed the survey and which have not. Although a 100 percent student completion rate is desired, there will not be any repercussions if you do not reach that goal. That being said, we will be looking for a majority of the students to participate.

- **How do we access the survey results & which term(s) do we use?**
  The Project EXCEL office will attach a copy (copies) of the instructor's most recent SD results to the PR that is sent out each year. These are the SD results to be utilized if submission of a CIP is required.

  The following link to our website also provides instructions for accessing your survey results. Please note that all final grades must be entered into the VU system prior to results becoming available. ***Please click on the below link for the instruction sheet on accessing your survey results***.

https://www.vinu.edu/web/project-excel/course-improvement-plans-performance-reviews