

FEATURES AND DESCRIPTION OF THE *STUDENT QUESTIONNAIRE ON INSTRUCTION (SQOI)*

SQOI (evaluation form to be completed by students)

- Brief (consists of 20 statements to which students respond)
- SQOI statements are based on validated constructs which research shows underlie effective teaching
- SQOI statements, and directions for completing the SQOI form, have been extensively pilot-tested with college students
- Space is available for up to five supplemental statements provided by the instructor or department
- SQOI forms come **pre-printed** with all essential course identification information (i.e., title of course, discipline, course number, course section, department, name of instructor, current semester and year). This eliminates separate “tracking” forms that need to be completed by the institution
- CSS will **pre-package** paper evaluations or PIN cards for each course in a ready-to-seal envelope clearly labeled for distribution, collection, and return to CSS for processing
- Student opinions can be written into an optional comment area for review
- SQOI paper surveys are bar-coded for accurate course/section identification and efficient processing
- The electronic version of the SQOI is accessed via a PIN which is linked to a specific course section. Each PIN is anonymous, secure, and random and designed for once-only use

Course Report (for faculty, department chairs, and administrators)

- Results for each course section are clearly displayed on a single 8½” x 11” spreadsheet and/or via a searchable pdf
- Response frequencies are displayed for each of the 20 common and (up to five) supplemental/customized statements
- Report contains the average score for each statement **within each course section**
- Report contains the average score for each of the 20 statements **by department** (upper- and lower-level courses can be reported separately)
- Report contains the average score for each of the 20 statements **across campus** (upper- and lower-level courses can be reported separately)
- The average score for each of the 20 statements is compared **across campus** using the 10th and 90th (or, if preferred, 5th and 95th) percentile brackets

College Survey Services makes administering the SQOI efficient and straightforward. Once the institution provides a list of to-be-evaluated courses, all further paperwork and processing is handled by CSS. The personalized SQOI surveys or PIN cards are delivered to the institution already sorted and bundled for distribution. The completed evaluations, once received by CSS, are processed promptly with results presented in the form of a clear, user-friendly, jargon-free Course Report. The system developed by College Survey Services ensures that the administrative burden (and accompanying expense) typically associated with the evaluation of instructional effectiveness is kept to an absolute minimum for the institution.

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