

STEPS FOR THE INSTITUTION TO FOLLOW REGARDING THE STUDENT QUESTIONNAIRE ON INSTRUCTION (SQOI)

1. Institution determines which courses are to be evaluated in a given semester.
2. Course titles, identifying numbers, and enrollments are entered into an Excel spreadsheet provided by College Survey Services (CSS). CSS will customize the SQOI with: Title of Course; Discipline, Number, and Section; Academic Department; Instructor's Name; Current Semester and Year. This pre-coding eliminates the need for manual coding by the institution.
3. The completed spreadsheet is sent electronically to CSS. CSS will promptly generate a sufficient number of pre-printed SQOI forms (or PINs if the evaluation is being conducted via the Web) to match the number of students enrolled in each course section being evaluated. CSS will pre-package each section's forms in an unsealed, labeled envelope making them ready for distribution, completion, collection, and return to CSS for processing.
4. The pre-printed SQOI forms will be shipped directly to whichever office(s) designated by the institution for the coordination of the evaluation process.
5. If requested, CSS will provide an instruction sheet that can be utilized by the faculty for the administration of the SQOI instrument in their individual course sections.
6. The completed SQOI evaluations are collected and delivered to the designated office for return shipping to CSS for processing and report preparation.
7. The results for each section evaluated will be reported by CSS on a single 8 1/2" x 11" Course Report sheet and on a searchable pdf file. The report itself is very clear, succinct, jargon-free, and user-friendly for faculty, department chairs, and administrators. The Course Report contains columns showing the following information for each evaluated course section:
 - a) Response Frequencies (i.e., distribution of ratings by students) for each SQOI statement
 - b) Average Score for each statement in this section
 - c) Average Score for each statement at the department level
 - d) Average Score for each statement campus-wide
 - e) Scores compared campus-wide using 10th and 90th (or, 5th and 95th) percentile brackets.
8. A commentary section is available for use by the students to express their opinions of the course. These comments can be image-clipped onto an electronic file or they can be returned to the institution for distribution.

The SQOI system developed by College Survey Services allows the institution to engage in a very comprehensive course evaluation process designed to ensure that the administrative burden (labor, time, and expense) is kept to an absolute minimum.

COLLEGE SURVEY SERVICES, INC.
212 Decatur Street, Doylestown, PA 18901 1-800-755-9065