

# Course Evaluation Surveys at Pacific Dugoni: Guidelines



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# Purposes

- Formative data to maintain and improve teaching effectiveness
- Summative data to evaluate teaching effectiveness

Feedback for:

- Professional development
- Promotion/tenure review
- Program development
- Program evaluation

# Survey types

- Platform: Qualtrics
- 4 types of surveys
  - Didactic courses (lectures, case-based seminars)
  - Preclinical/lab courses
  - Clinical rotation courses
  - Clinical faculty (e.g., **faculty in the group practices**)
    - We do NOT evaluate clinical “courses”. We evaluate clinical **“faculty”**.

# Survey types

Courses that have both didactic and lab components

- Two separate surveys
- Didactic portion → didactic course survey
- Preclinical portion → preclinical/lab course survey

# Evaluation schedule

- Didactic, preclinical, and clinical rotation courses
  - Evaluated at the end (last quarter) of the course
  - Evaluated every three (3) years - by default
- Clinical faculty
  - Evaluated in **Autumn** quarter **only**
  - Survey distributed in early January

# Evaluation schedule

- **New courses** or courses that have a **new course director** might have an adjusted evaluation schedule.
  - Determined by the course director and department chair
- **Department chairs and academic dean** might make recommendations for specific courses to be evaluated.

# Special requests

**Individual faculty** who would like to make special requests for course evaluation:

- Please discuss your needs with your **department chair**.
- With department chair approval, we will try our best to accommodate.



# In the next section, we will:

- First, review the process of didactic, preclinical, and clinical rotation course evaluation.
- Then, review the process of clinical faculty evaluation.

# Didactic/preclinical/clinical rotation courses

**Step 1: Each quarter, OAA reviews the catalog to identify courses that **end** in that quarter. Those that have not been evaluated in the recent years are eligible for evaluation in that quarter.**

Examples:

- BMS 101 ends in Autumn 2023; last evaluated in Autumn **2020** → eligible for evaluation in Autumn **2023**.
- BMS 202 ends in Autumn 2023; last evaluated in Autumn **2021** → eligible for evaluation in Autumn **2024**.

# Didactic/preclinical/clinical rotation courses

**Step 2: All eligible courses are entered into a Google Sheet, which is shared with the course directors in week 6. Course directors submit the following information:**

- **Co-instructors** to be evaluated
- To improve response rate, it is encouraged to give students time during class to take the survey. Therefore, course directors also provide this information:
  - In which week (**week 9 or 10**) they want students to take the survey
  - **Day and time** of class

**\*\*\* For courses that do not have in-class meetings in week 9 or 10, students can take it out of class. But survey response rate might be lower → biased data.**

**Due: End of week 7. Courses that don't submit the information **by this deadline** will be evaluated in **week 10**.**

# Didactic/preclinical/clinical rotation courses

**Step 3: OAA set up surveys based on information course directors submitted.**

**Step 4: Students receive the survey link in their Pacific email. The survey is sent from Qualtrics and the sender is "Office of Academic Affairs".**

- Distributed 5-10 mins prior to class.
- Open for 3-4 weeks.
  - Summer, Autumn, and Winter: week 9 or 10 → 1 week into the next quarter.
  - Spring: week 9 or 10 → 1 week into the summer break.
- Automatic survey reminders are scheduled for each survey. Students who have not taken the survey will receive an email from Qualtrics, reminding them to take it.

# Didactic/preclinical/clinical rotation courses

**Step 5: OAA runs survey reports and prepare a redacted copy for each co-instructor.**

Course directors receive:

- The full report: ratings for all co-instructors evaluated.
- A **redacted**, personal report.

Co-instructors receive:

- A **redacted**, personal report.

**\*\*\*All survey reports are shared with the department chair and academic dean.**

# Didactic/preclinical/clinical rotation courses

## **Step 6: OAA emails the redacted reports to faculty evaluated.**

- As there are many co-instructors evaluated and a redacted copy needs to be prepared for each of them, the redaction process might take a few weeks.
- We will try our best to distribute the survey reports to you as soon as they become available. Our goal is to have all reports distributed by the end of **week 5 of the subsequent quarter.**

# Clinical faculty evaluation

## **Step 1: Towards the end of the Autumn quarter, OAA sends a Google Sheet to COH and PRD chairs.**

- COH chair: submit two (2) COH faculty for each group practice to be evaluated.
- PRD chair: submit two (2) PRD faculty for reach group practice to be evaluated.

### Note:

- Only evaluate a subset of faculty: keep the list manageable for students.
- Department chairs might evaluate a different subset of clinical faculty each year.

# Clinical faculty evaluation

**Step 2: The survey is distributed to students in the **first week of Winter Quarter (January).****

- Survey is open for 3 weeks.
- To improve response rate, group practice leaders are encouraged to find a time for students to take the survey.



# Clinical faculty evaluation

## **Step 3: OAA runs the survey reports and prepare a redacted copy for each faculty.**

Group practice leaders receive:

- The full report: ratings for co-instructors in your group practice.
- A **redacted**, personal report.

Other faculty receive:

- A **redacted**, personal report.

**\*\*\* All survey reports are shared with the department chair and academic dean.**