

MEMORANDUM

DATE: June 12, 2015

TO: All Faculty

FROM: Gary Perry, Provost and Vice President
Academic Affairs



SUBJECT: Administration of Student Perception of Teaching (SPOT) Forms

Each term students evaluate their instructors using the Student Perception of Teaching (SPOT) form. SPOT results inform students, faculty, administrators, and the general public of the students' perception of instruction. Results are used, in part, to annually evaluate faculty and review departmental performance. Aggregate reports may be useful for gauging how student perceptions vary over time or across disciplines and levels. Faculty may use these reports to compare results in their classes with others of the same size, level, and discipline. Beginning Spring 2014, the University Faculty Senate approved administering all SPOTs online. Also, all classes now use the same SPOT form, regardless of mode of instruction.

For the fall and spring semesters, SPOTs are administered beginning two weeks before the last day of classes (after the final date for late withdrawal) and close on the last day of classes. SPOTs for summer term classes are administered during the final week of each term. Students and faculty will be sent periodic notices informing them when the SPOTs will be available for completion, as well as the final day for completion. Courses with nonstandard start and stop dates (Fast Track courses) will have separate opening and closing dates. Instructors of these courses will receive an email notifying them when the SPOT survey will open and close. Students in Fast Track courses do not receive notifications, so it is the faculty's role to inform students of the open and close dates.

Although students receive periodic reminders to complete their SPOTs (with the exception of those in Fast Track courses), faculty have an enormous role to play in ensuring a robust completion rate. Periodically check the response rates for your classes by going to MyFAU and clicking on the "SPOTs" tab at the top of the page. Click on "Complete My SPOTs" to see the number of your students who have submitted responses for each course. Stress to your students the important role SPOTs have played in improving instruction or other aspects of the course, and encourage them (frequently) to complete the form. Also remind your students that all SPOT scores and comments remain anonymous. After all grades have been

posted for the semester, the SPOT results are tabulated and provided to instructors, but no student name, ID number, or other identifying marker is ever included in the results. Exceptions are never made to this policy.

Some faculty might decide to use the final class of the term to have their students complete the SPOT using their smartphones. If you do so, please remember that you must leave the room during the completion process.

SPOTs are administered only in those sections with enrollments of five or more students. They are not administered in courses involving individual instruction, such as directed independent study or Supervised Research. SPOTs are administered in cross-listed courses only if the combined enrollment threshold meets the minimum of five students. Early in each semester, faculty will receive a course verification email to verify if they indeed are teaching the course listed and informing them if their course is eligible for the SPOT survey. If there is an error in this report, your department will need to contact the Registrar's office immediately to correct the schedule.

To preserve the anonymity of students, SPOT results are not sent to instructors in sections with 4 or fewer students completing the survey. In the case of cross-listed sections, SPOT results are not sent to faculty whose combined total of respondents is 4 or fewer. It is not possible to deviate from this policy.

SPOTs are administered through the combined efforts of three offices: Testing and Evaluation, Office of Information Technology, and Institutional Effectiveness and Analysis. If you have any questions about the process or your results, please contact Testing and Evaluation at testandeval@fau.edu and that office will make every attempt to address your questions.

Cc: Diane Alperin, Vice Provost
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