SON OP 50.070, Mandatory Student Completed Assessment Tools

PURPOSE: The purpose of the School of Nursing Mandatory Student Completed Assessment Tools Policy and Procedure (SON OP) is to establish policy and procedure for student mandatory completion of all applicable assessment feedback tools.

REVIEW: The OP will be reviewed biennially by October 1 of each odd numbered year (ONY) by the Associate Dean of Outcomes Management and Evaluation, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE:

1. General.

   Surveys of students are widely recognized as a significant method of obtaining feedback regarding the educational quality and student satisfaction in an institution or school. Student feedback data collected via assessment tools are utilized for course and curricula continuous quality improvement, for customer satisfaction, and as School of Nursing performance indicators. The policy does not prohibit initiatives taken by faculty and/or departments in obtaining formative course student feedback.

2. Policy.

   All School of Nursing students are required to complete the online satisfaction assessment tools as administered by the Office of Outcomes Management and Evaluation. Faculty explanation of the importance of tool completion is emphasized. Faculty reminders to students should consistently stress the importance of timely assessment tool completion.

3. Procedure.

   Student completion of Orientation, Course, and Graduation Satisfaction Assessment tools is mandatory. When less than 85% of students have completed the tool(s) early posting of final course grades in the course Grade Book is delayed (see SON OP 10.015 Mandatory Student Satisfaction Tool Completion Policy).

   a. Orientation Satisfaction Assessment Tool. Students receive e-mail notification of the tool completion link and completion deadline. Notifications are sent to students during the first month of the initial semester of enrollment.

   b. Course Satisfaction Assessment Tool. In addition to faculty reminders, students receive e-mail notification of the tool completion link and completion deadline. The notification is sent beginning mid-course with reminders sent to students who have not completed the assessment throughout the remainder of the course from the Office of Outcomes Management and Evaluation.
c. **Programmatic Satisfaction at Graduation Assessment Tool.** In addition to faculty reminders, students receive e-mail notification of tool completion link beginning at mid-semester and continuing through the last month of classes from the Office of Outcomes Management and Evaluation.

d. Survey data are collected, analyzed, and reported by the Office of Outcomes Management and Evaluation, Student identifiers (Rnumber [student id number], social security number, name, address…) must be kept confidential. Therefore, all orientation, course and satisfaction at graduation dashboards contain only aggregated data.

e. Any proposed changes to the assessment tools must be submitted to either the Associate Dean for Outcomes Management and Evaluation or the Evaluation Committee Chair for review and consideration.