SArD Course Evaluation Procedure

Developed   April 2019
Effective   Spring 2019

The course evaluation procedure aims at improving the assessment of different courses, and the objectives of meeting the SLO's. In the process, faculty would also be encouraged to meet the set standards. In addition, these course evaluations, which are distinct from the course evaluations submitted by students, are meant to better gauge the performance of faculty in teaching specific courses.

It is the responsibility of department chairs to inform faculty about the course evaluation process and to ensure that it is properly administered. The course evaluation process is divided into four parts shown in the following table:

Four parts of the course evaluation process			
Type of Evaluation	Filled by	Tool	Timing
Self assessment	Faculty	Appendix A	End of semester
Students' evaluation	Students registered in the class	Survey	End of Semester
Coordinator's report	Course coordinator	Appendix B	End of Semester
Department evaluation	Department chair	Appendix C	End of semester

Appendices A & B will be added to the faculty's file and kept on record, in the office of the department chair. Appendix C will be kept in the department chair's files.

1- Self assessment for course performance

Faculty shall provide evidence of teaching effectiveness by filling out the self assessment course form for each course given. The form will become an integral part of the course file. The information in this form will be used by the deparment chair to evaluate the Student Learning Outomes (SLO) of the course as delivered.

2- Students' evaluation [adminsitered by the Dean's Office at the end of the term]

The reports of students' evaluation are generated automatically at the end of the process, and shared with the faculty concerned, the department chair, and the school dean. It is the duty of department chairs to follow up with faculty in case of recurrent complaints or concerns.

3- Course Coordinator's report

The course coordinator report should include an assessment of faculty performance, content, outcomes, and facility/equipment needs.

4- Department evaluation

The department chair shall complete the evaluation report (sent by the Dean's office) by assessing the performance of the faculty based on his/her professional commitment; interaction with peers and students; as well as his/her course file; and the faculty's expertise in the field. Occasionally, the department chair might schedule a one-on-one discussion with the faculty to discuss the evaluation report.

In carrying out this evaluation and making the final recommendation, the department chair will rely on the following:

1) Self-assessment form filled out by the faculty as part of the course file (Appendix A).
2) Results of student course evaluations for the current assessment cycle
3) Course coordinator's report (Appendix B)
4) Previous evaluation reports of the faculty dating back a maximum of **three years**, if available.

Appendix A: Self Assessment Form

To be filled by:	Faculty

Faculty name and title:	
Department:	
Course:	
Term:	

Complete the table below explaining and marking (in the course file) where an SLO is covered including evaluation of its efectivness

Course description:

ADD COURSE DESCRIPTION HERE

Course SLOs:

	Very well covered	Well covered	Slightly covered	Not covered
SLO 1				
SLO 2				
SLO 3				
SLO 4				
SLO 5				
Comments:				

Faculty Signature: _____ **Date:** _____

Appendix B: Course Coordinator Report

To be filled by:	Course Coordinator

Coordinator name:	
Department:	
Course/Sequence:	
Term:	

Course description:

ADD COURSE DESCRIPTION HERE

Course Student Learning Outcomes	SLO1 SLO2 SLO3 SLO4 SLO5

Section	Faculty	Participation	Overall Performance

Details::

Section	Faculty	SLO1		SLO2		SLO3		SLO4		SLO5	
		Met	Not Met	Met	Not Met	Met	Not Met	Met	Not Met	Met	Not Met

Coordinator's Signature: _____ **Date:** _____

Course File Evaluation Form

Semester:

Program:

* CCF - Complete Course File:
Instructor submitted a complete course file including a hard copy, soft copy, syllabus, course handouts, representative samples of highest and lowest grades, grade distribution and attendanced record.
If CCF is not complete, include in comments what is mising.

Chair's overall assessment of the course/studio as represented through course file:

Instructor's Name	Course Number	Section	Course Title	CCF *	Comments:	Course Objectives met:	Instructor's Course Delivery:	Chair Recommendation:	Comments:

Appendix A: Self Assessment Form SAMPLE

To be filled by:	Part-time faculty

Faculty name and title:	Farid Jreidini
Department:	Architecture and Interior Design
Course:	ARCH351 Digital Drawing
Term:	Spring 2019

Complete the table below explaining and marking (in the course file) where an SLO is covered including evaluation of its efectivness

Course description:

This course specifically addresses architectural applications in digital graphics, for drafting of architectural plans, sections, elevations, 3D representations, and details. The course will familiarize students with techniques of 2D drafting and 3D modeling through manipulation of geometrical and free-form objects leading to the development of a complete.
Prerequisite: FND251 Digital Media and ARCH201 Architectural Drawing or INAR201 Architectural Drawing

Course SLOs:

	Very well covered	Well covered	Slightly covered	Not covered
Reproduce digitally a set of architecture drawings				
The course introduced students through digital basic skills of architectural drawing representations through project 2 (page 15) for interior design and project 3 (page 20) for architecture		X		
Apply correct digital drafting settings				
Digital skills for drafting has been undertaken through all projects, were settings, units, penweights, line types, blocks … are covered. The presentation of those skills reflects through the printed outcome but is mainly addressed in the digital format of the projects (CD).	X			
Construct a set of drawings in 2D and 3D to represent an architecture project				
Project 3 is the culmination project that would address a complete architectural design plans, sections, elevation, … including interior furniture distribution. (page 20)		X		
Translate project drawings from 2D drafting to 3D modeling and vice versa				
The course has been formulated so as all three main projects are developed with the capabilities of translating drawings from between 2D and 3D (CD)	X			
Organize an output presentation for an architecture project				

Appendix B: Course Coordinator Report SAMPLE

To be filled by:	Course Coordinator

Coordinator name:	Farid Jreidini
Department:	Architecture and Interior Design
Course/Sequence:	ARCH351 Digital Drawing
Term:	Spring 2019

Course description:

This course specifically addresses architectural applications in digital graphics, for drafting of architectural plans, sections, elevations, 3D representations, and details. The course will familiarize students with techniques of 2D drafting and 3D modeling through manipulation of geometrical and free-form objects leading to the development of a complete.
Prerequisite: FND251 Digital Media and ARCH201 Architectural Drawing or INAR201 Architectural Drawing

Course Student Learning Outcomes	1- Reproduce digitally a set of architecture drawings 2- Apply correct digital drafting settings 3- Construct a set of drawings in 2D and 3D to represent an architecture project 4- Translate project drawings from 2D drafting to 3D modeling and vice versa 5- Organize an output presentation for an architecture project

Section	Faculty	Participation	Overall Performance
31	Farid Jreidini		
11	Tony Bou Antoun	Full participation to coordination meetings and directives	Was attentive to project requirements. Fullfiled all the course requirements.
12	John Doe	Was absent to most of the meetings and did not follow the group directives	Missed classes. Did not fullfil the course requirements due to his background.

Details::

Section	Faculty	SLO1		SLO2		SLO3		SLO4		SLO5	
		Met	Not Met	Met	Not Met	Met	Not Met	Met	Not Met	Met	Not Met
11	Tony Bou Antoun	x		x		x		x			x
12	John Doe	x			x	x			x		x