

Guidelines for Chang Gung University Teachers' Teaching Comment Survey

Approved by the Fifth Academic Affairs Meeting of 2009 Academic Year on July 21st, 2010

Article 1 Purpose of Implementation :

The guidelines have been developed to summarize the student comments on the teaching by lecturing teachers which are provided to the teachers of the university as reference for teaching improvement, thereby to enhance the teaching effectiveness of the university.

Article 2 Target of Teaching Comment Survey :

1. All courses offered for that semesters are given survey.
2. Teachers reaching nine hours (inclusive) or more for the lectured courses are subject to taking survey.
3. Surveys are exempted for undergraduate school courses of less than 10 students.
4. Surveys are exempted for graduate school courses of less than 5 people.
5. Surveys are exempted for special courses proposed by the department with an application for non measurement.
6. The student valid questionnaire survey with form-filling rate of less than 20% for single course will not be included in the category sorting.

Article 3 Date of Teaching Comment Survey :

The teachers' teaching comment survey is scheduled to be implemented between the 9th week and 12th week as well as the 15th week (implementation time can be adjusted according to the actual situations).

Article 4 Method for Teaching Comment Survey

A. Filling Teaching Comments Online

1. The Teaching Resource Center must complete survey on on-measurement courses before the 4th week of the semester, including special courses such as: internship, lab, seminars and workshop.
2. Students use accounts and passwords obtained from the Academic Affair information system to fill out the forms online. Students will see the curriculum list registered for this semester after entering the system and select the subjects and teachers to fill out the form. The courses marked with no-survey from the curriculum will not undergo the survey.
3. With the exception for voluntary answers, all questions need to be filled out by students before submitting as valid questionnaire.
4. Students without completing all courses will not be given pre-selection of curriculum for the next semester and are required to add courses online after the semester has started.
5. The questions are designed with reverse questions, where students

discover conflicts between the reverse questions may treat the questionnaire as invalid.

B. Processing Survey Results

1. The subordinate units of teachers are sorted by college categories and the courses instructed at the graduate school and undergraduate schools are sorted separately. The category names include the fundamental medicines of undergraduate school from the medical college, the non-fundamental medicines from the undergraduate school of the medical college, the graduate school of medical college, undergraduate school of engineering college, the graduate school of engineering college, the undergraduate school of management college, the graduate school of management college, the Center for General Education, the military training office and sport room, and other categories of graduate schools.
2. Permissions for System Query based Teaching Comment Results :
 - (1) Teachers instructing the courses: Make queries for the comment survey results of individual lectured courses.
 - (2) Department deans : Make queries for the overall ranking for the entire department.
 - (3) Deans of colleges or center for General Education : Make queries for the college ranking or Center for General Education ranking
 - (4) Principle, Academic Affairs Head, Teaching Resource Center, and HR Office: Make queries to the overall ranking of all colleges and Center for General Education as well as the statistical results as reference for administrative operations and HR assessment.

Article 5 The voluntary questions to be filled by students are summarized into the table and provided to individual teachers and department supervisors for review. The results from the teaching comment survey of teachers are offered to the teachers, departments and colleges for reference as well as consideration of the Selection of Teachers Excellence.

Article 6 The top 30% of teachers from the survey results in all colleges are announced for recognition. The survey results of all colleges indicate that the individual average points of teachers falling below 3.5 (inclusive) may need to propose for the application in course filming or curriculum outline query from the Teaching Resource center. The college deans and relevant department supervisors shall supervise teacher review and the review results from the colleges must be submitted to the Teaching Resource Center for follow-up tracking.

Article 7 For teachers included in review of teaching comment results for three consecutive times shall be discuss with the department supervisors and counseling teachers for strategies in teaching counseling.

Article 8 The guidelines are approved by the Academic Affair Meeting and must be approved by submission to the Deans before promulgated of

implementation. Amendments shall be approved in the same fashion.