

STUDENT FEEDBACK ON COURSE EXPERIENCES EXCLUSIONS:

When the Student Feedback on Course Experiences data file is pulled and created the following reasons will prevent courses from being included. This file is adjusted with these exclusions in the order they are listed. Updates to teacher collect will only impact the manual designation for excluding a course (item #3) or for adding or deleting teachers (instructors, lab/discussion leaders) to be included in the system.

- 1) **Dates of the project.** Anything outside the specified project dates will not be included. These dates will vary and will be included in the list of courses. Courses with survey dates outside this listing will not be included.

Ex: For Spring 2021, the dates were February 8, 2021 to May 24, 2021, inclusive.

- 2) **Individual Instruction Courses.** Any courses coded as individual instruction in the student information system (SIS) would be excluded from this file.
- 3) **Manual Designation.** Departments can manually change the evaluation designation for course sections or persons as follows. This designation can apply to course sections and to persons to be included in the survey (e.g., lead instructor, other instructor, TA).
 - a. Course end dates are within the project dates
 - b. Course is not listed as individual instruction
 - c. Course term is so far removed from the actual course start/end dates that it cannot be included (e.g. Fall 2020 course that starts November 2021 and ends February 2022). Designations in teacher collect
 - i. N (not included)
 - ii. Y (to be included)