COURSE EVALUATIONS
STUDENT PERCEPTION OF COURSES AND INSTRUCTORS

The Florida State University Faculty Senate has mandated the use of the Student Perception of Courses and Instructors (SPCI) course evaluation instrument adopted on November 14, 2012. Quantitative summaries are a Public Records document per Section 1012.91(4), Florida Statutes.

1. All courses must be evaluated, with the following exceptions.
   a. **Course type:** Dissertation, thesis, internship, individual instruction, independent study, field work, or practicum.
   b. **Enrollment:** Fewer than 10 students for undergraduate courses and fewer than 5 students for graduate courses. Course evaluations will be ordered if enrollment is at least 3, but orders may be cancelled by the instructor or administrative representative. Evaluations will not be automatically ordered for sections with enrollment fewer than 3.

2. Course evaluation requests
   a. An FSUID user account is mandatory for instructors to be evaluated.
   b. Evaluations will be ordered for any course instructor or teaching assistant listed in the registrar’s master course schedule whose course meets the minimum enrollment requirements.
   c. When course enrollment is fewer than 10 students for undergraduate courses and fewer than 5 students for graduate courses, combining sections for evaluation reports is recommended. This must be done by a designated course evaluation coordinator, the course instructor, or the department chair, using the web-based request form.
   d. The Assessment & Testing unit of the Office of Distance Learning will publish the deadlines for course evaluation requests on its website.

3. Access to data
   a. Instructors
      i. Reports show frequency analysis of all quantitative data.
b. Academic department officials

i. Department chairs have online access to all reports for courses taught in their department as well as summary reports at the department, college, and university level.

c. Administrative officials (provost, deans)

i. The Office of the Provost and all university deans have online access to individual reports and summary reports.

d. General public

i. According to Florida Sunshine law, the general public has access to quantitative summary reports of all evaluated courses.

ii. Written comments submitted in evaluations are not accessible to the public.

iii. Online access through a non-secure website that allows searching of reports by term, course, and instructor is available for all course evaluations starting fall 2003.

iv. Paper copies of course evaluations between spring 1996 and fall 2003 are available in the Special Collections at Strozier Library.