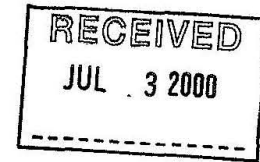




Concordia

U N I V E R S I T Y

Office of the Provost
and Vice-Rector, Research



INTERNAL MEMORANDUM

To: Ms. Maria Peluso, President, CUPFA

From: Jack Lightstone, Provost and Vice-Rector, Research

Date: June 28, 2000

Subject: Article 11.06 - Criteria, Purpose and Use of Course Evaluation

I am pleased to return to you a signed copy of the agreement on the Criteria, Purpose and Use of Part-time Course Evaluations in accordance with Article 11.06 of the CUPFA Collective Agreement. I have retained the other copy which I shall send to Marcel Danis for his files.

I do have one commentary but I did not think it necessary to ask for a change in the agreement in order to accommodate my concern. It pertains to the second bullet under "Summary of Results for Each Question" on page two. The sentence refers to Department/Sector. I have misgivings about the validity of aggregate results for a number of departments due to the significant variation of size from one department to another. Therefore, in order to use the University's money to generate the most meaningful aggregate results, I have asked that aggregates be computed by sector. The disciplinary sectors which make the most sense to me are: Humanities; Social Sciences; Commerce and Administration; Engineering and Computer Science; Fine Arts.

I think this exercise of trying to agree upon a questionnaire has been a most positive one and I am very pleased with the results. I look forward to working with CUPFA on this matter in the future as we institute, and over the years, perfect, this valuable instrument.

JL/aa

cc: Ms. O. Rovinescu, Director, CTLS
Prof. M. Danis, Vice-Rector, Institutional Relations and Secretary-General
Mr. G. Bourgeois, Director, Employee Relations

Criteria, Purpose and Use Part-time Course Evaluations

Purpose

The parties have an obligation to provide a means for formative evaluation of courses as taught by part-time faculty throughout the University. Course evaluations shall be used in a manner consistent with Articles 10, 11, and 12 of the CUPFA Collective Agreement.

In the spirit of Article 11.06, the parties agree that, every three years, and in any case, before the expiry of the Collective Agreement, the Employer and the Association will review and revise as necessary their understanding concerning the methodology and content of course evaluations.

The objective of course evaluations is to provide Departments and individual Instructors a guide to enhance the effectiveness of a course. The ultimate purpose of any teaching assessment serves to promote sound pedagogy.

Distribution

Course evaluation forms shall be made available to Instructors for distribution in their courses at least five weeks before the last of day of classes. Instructions for class distribution by a student class representative shall be provided to the instructor, who is responsible for assuring that the evaluation is distributed in class by the student representative.

Content

The course evaluation for part-time faculty shall consist of 19 questions as indicated in the enclosed course evaluation. Additional open-ended questions may be added by the Instructor or a Department however, these results are outside the scope of an assessment of course effectiveness.

Methodology

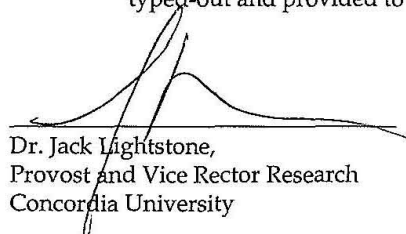
Statistical results indicating median scores, bar-graphs, and the criteria ranges for each question shall constitute the measurements used for the assessment of courses taught. The Association and the Offices of the Provost and Vice Rector Research will review and revise the criteria ranges after a three-year period.

The following are the criteria ranges and the appropriate flagging for each range. The notation is printed in full for each item or the table is printed in full at the end and the individual items marked with an abbreviated indicator.

<u>Range</u>	<u>Notation for this category on evaluation report</u>
1.0 to 1.5	"Well above average. The Instructor and Department Chair/Head deserve commendation."
1.6 to 2.4	"Above average. The Instructor and Department Chair/Head are to be congratulated."
2.5 to 3.4	"Average. Instructor and Department Chair/Head might wish to explore available resources for further development."
3.5 to 3.9	"Below average. Instructor and Department Chair/Head should consult about actions for needed improvement."
4.0 to 5.0	"Well below average. The Instructor and Department Chair/Head must consult regarding immediate remedial measures."

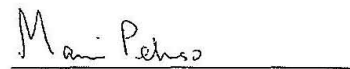
Summary of Results for Each Question

- Number of respondents
- Aggregate results of the overall questions (questions 1, 2, 3) by Department/Sector are provided to the offices of the Provost and Vice Rector Research. Aggregate results shall not be used for the assessment of individual instructors.
- Aggregate results shall also be provided to the Instructor.
- The median for each response shall be provided to the Instructor and the Department Chair/Unit Head.
- Bar-graphs by interval shall be provided to the Instructor and Department Chair/Unit Head.
- The notation for criteria ranges and the appropriate flagging for each range are printed in full for each question or a table is printed in full at the end and the individual questions marked with an abbreviated indicator.
- Summaries for any question shall not include standard deviations nor Departmental means.
- Any written comments provide to the open questions (18 and 19) shall be typed-out and provided to the Instructor only.



Dr. Jack Lightstone,
Provost and Vice Rector Research
Concordia University

June 5, 2000



Maria Peluso,
President, Concordia University
Part-time Faculty Association

PART-TIME FACULTY COURSE EVALUATION

Concordia University and the Concordia University Part-time Faculty Association (CUPFA) agree that the purpose of evaluating teaching is the improvement of instruction. Your instructor is participating in this effort by distributing a multipurpose questionnaire designed to gather your perspectives on several dimensions of the course you have taken: teaching, course materials and design, content, and learning. Results will be reported to your instructor and your Department Chair in the form of statistics, after final grades are reported. Any comments you write will be typed and given to your instructor only.

For each of the following statements and questions, please circle the response that most closely expresses your opinion; leave blank if you feel that no response applies.

OVERALL RATINGS

1. Overall, this course has been ...	VERY GOOD 1	GOOD 2	FAIR 3	POOR 4	VERY POOR 5
2. Overall, the instructor has been ...	VERY GOOD 1	GOOD 2	FAIR 3	POOR 4	VERY POOR 5
3. Overall, my learning has been ...	VERY GOOD 1	GOOD 2	FAIR 3	POOR 4	VERY POOR 5

COURSE ORGANIZATION & CONTENT RATINGS

4. Course outline and syllabus are clear, complete and well explained.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
5. Course materials, text book or readings are useful or relevant.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
6. I have found this course intellectually challenging and stimulating.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
7. The course met the objectives as stated in the course outline.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5

INSTRUCTOR RATINGS

8. Instructor demonstrates a comprehensive knowledge of the subject matter.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
9. The instructor's explanations are clear.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5

10. The instructor provides feedback in the form of exams and/or assignment grading.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
11. Students are encouraged to ask questions.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
12. Students are encouraged to share their ideas and knowledge.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5
13. The instructor is approachable.	STRONGLY AGREE 1	AGREE 2	NEITHER AGREE NOR DISAGREE 3	DISAGREE 4	STRONGLY DISAGREE 5

STUDENT SELF-RATINGS

14. Overall, my involvement in this course has been ...	WELL-ABOVE AVERAGE 1	ABOVE AVERAGE 2	AVERAGE 3	BELOW AVERAGE 4	WELL-BELOW AVERAGE 5
15. What was your level of knowledge of the subject prior to taking this course?	VERY HIGH 1	HIGH 2	AVERAGE 3	LOW 4	VERY LOW 5
16. What was your level of interest in the subject prior to taking this course?	VERY HIGH 1	HIGH 2	AVERAGE 3	LOW 4	VERY LOW 5
17. What was your reason for taking the course?	REQUIRED FOR MAJOR OR SPECIALIZATION 1	ELECTIVE FOR MAJOR OR SPECIALIZATION 2	ELECTIVE OR MINOR 3	GENERAL INTEREST 4	FIT INTO SCHEDULE 5

18. How do you find the facilities for this course, (e.g. air, seating, temperature, class size, etc.)?

19. What suggestions or comments do you want to give to your instructor about this course?

LETTER OF AGREEMENT
BETWEEN CONCORDIA UNIVERSITY ("UNIVERSITY")
AND
THE CONCORDIA UNIVERSITY PART-TIME FACULTY ASSOCIATION
("CUPFA")

ARTICLE 11: EVALUATION – 2 YEAR MORATORIUM

WHEREAS course evaluation for CUPFA members was governed by Article 11 (Evaluation) under the 1997-2002 Collective Agreement between the parties signed on March 16, 1998;

WHEREAS Article 11.06 was amended by a Letter of Agreement signed between the parties on June 8, 2000 (see Appendix 1 attached hereto);

WHEREAS Article 11.03 was interpreted by a Letter of Agreement signed between the parties on February 1, 2001 (see Appendix 2 attached hereto);

WHEREAS the University and CUPFA have negotiated a new Collective Agreement ("2002-2012 Collective Agreement") the English version of which is executed and signed simultaneously with the signature of the present Letter of Agreement ("LOA") and to which the present LOA is annexed to form an integral part thereof;

(Wording corrected as per Letter of Agreement dated January 22, 2010)

WHEREFORE the parties have agreed as follows:

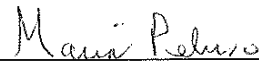
1. A two (2) year moratorium on the subject of course evaluation shall ensure as of the signing of the 2002-2012 Collective Agreement.
2. During such moratorium, and thereafter until such time as a new Article 11 is agreed to by the parties, evaluation shall be governed by Appendices 1, 2 and 3, attached hereto.
3. At the expiry of the moratorium period, if no new Article 11 has been agreed to by the parties, the 2002-2012 Collective Agreement shall be reopen

Concordia University



Dr. David Graham
Provost and VP, Academic Affairs

CUPFA



Professor Maria E. Peluso
President

22 June 2009
Date

June 22, 2009
Date

ed with reference to Article 11 (Evaluation) only.