

TO: All Faculty

C.C.: Chairs/Directors, Administrative Assistants/Secretaries, J. Isbister

FROM : Dr. Diane R. Schulman, Director, Academic Initiatives and Secretary of Senate

DATE : January, 2012

**RE: ADMINISTRATION OF THE FACULTY COURSE SURVEY (FCS) IN
THE WINTER 2012 TERM**

The enclosed FCS questionnaires, labeled by course and section, must be administered in your classes **between Monday, April 2, 2012 to Friday, April 13, 2012.**

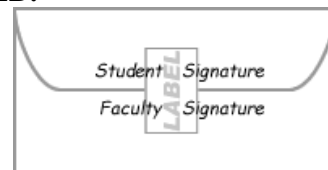
You must check the envelope(s) immediately upon receipt to ensure that you have received:

- survey forms for each section that is being evaluated;
- the correct number of forms for all the students in each section; and
- pre-printed labels for sealing returned envelopes.

Students must be advised to bring pencils to complete the forms.

PLEASE NOTE THAT IF THE FOLLOWING PROCEDURES ARE NOT FOLLOWED, FCS FORMS MAY BE INVALIDATED AND NOT SCANNED.

1. Select a student administrator in each class being surveyed.
2. Give the student the complete package and student instructions (enclosed).
3. Observe, but do not participate in, the distribution, collection and repackaging of the forms.
4. **BE SURE TO INFORM THE STUDENT THAT THE FORMS MUST BE ALIGNED SO THAT THE CUT CORNERS LINE UP. UNALIGNED FORMS CANNOT BE SCANNED.**
5. Ensure that completed questionnaires are placed in the labeled envelopes in which they were packaged. Blank forms should be separated from the completed forms and placed in the package. (It is suggested that the instruction form be used to separate the blanks from the completed forms.)
6. **THE STUDENT MUST PLACE THE PRE-PRINTED LABEL THAT HAS BEEN PROVIDED ACROSS THE FLAP AND BOTH YOU AND THE STUDENT ADMINISTRATOR MUST SIGN SUCH THAT THE SIGNATURE CROSSES THE LABEL AND THE ENVELOPE (see diagram below). UNSEALED, IMPROPERLY SEALED AND/OR UNSIGNED PACKAGES WILL BE CONSIDERED INSECURE AND WILL NOT BE SCANNED.**



7. Immediately return the package to your school or department office.

Results will be available online, *via* my.ryerson.ca soon after the grade submission deadline. Strict confidentiality will be maintained in all aspects of the collection and processing of completed questionnaires. ***You must remember to retain copies of your Faculty Course Survey Results for your files.***

Thank you for your help in the administration of the FCS. In case of problems, please contact fcs-help@ryerson.ca.

FACULTY COURSE SURVEY

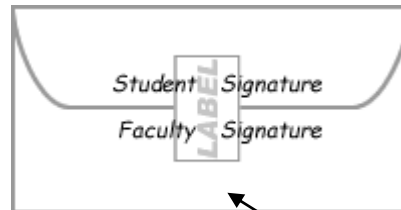
INSTRUCTIONS FOR STUDENT ADMINISTRATORS

DISTRIBUTION INSTRUCTIONS

- Check that the package of materials is for the appropriate course and section, that you have pre-printed labels.
- Distribute a form to each registered student. If a student is not registered in that course or section they are not to complete a form.
- The forms must be filled out in pencil.
- The survey should take about 15 minutes. Give a 2 minute warning.

COLLECTION INSTRUCTIONS

- You must collect all forms and align the cut corners with the forms face up. If they are not aligned they cannot be scanned.
- Separate the completed forms from the blank forms with this notice.
- Place all of the forms in the original envelope with the instructors name and course number.



• **SEALING THE ENVELOPE**

BE SURE THE ENVELOPE IS SEALED AND SIGNED.

- Place the preprinted label vertically across the flap of the envelope.
 - Both you and the instructor must sign across the label so that your signature crosses the label and the envelope.
 - If the envelope is not secured in this way, the forms will not be scanned.
- The instructor must immediately return the envelope to his/her department/school.
 - **Departments/Schools must return all completed surveys to the Senate Office (JOR-1227) by Wednesday, April 18, 2012.**

Frequently asked questions

- **What if a form is spoiled?** If a form is spoiled draw a line across the face of it and add it to the bundle of unused answer sheets. You may give the student a replacement form.
- **What if a student claims that they cannot answer the question with the choices provided?** Tell them that they should select the one that applies the best, even if it is only slightly the best.
- **What if a student wishes to write comments?** No comments written on the forms will be recorded or read.