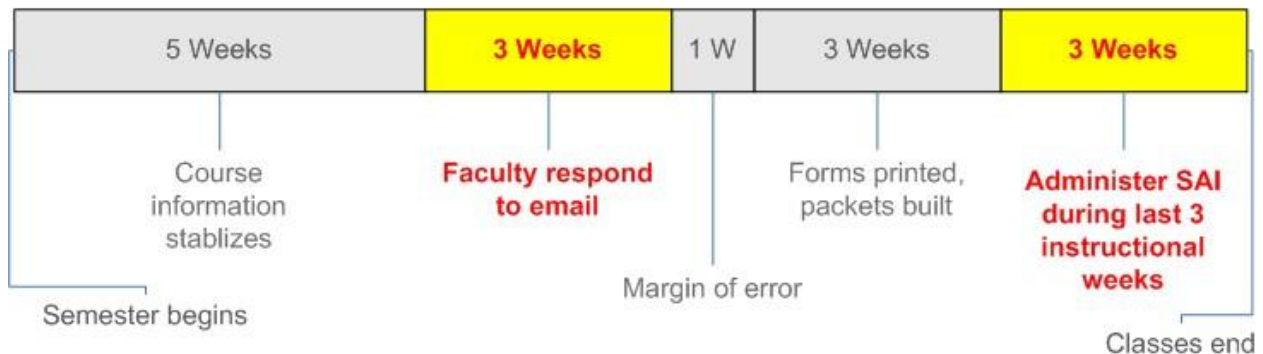


# FACULTY HANDOUT - SAI

## SAI SEMESTER TIMELINE (FALL AND SPRING)



*Within 8 weeks after grade posting deadline, OPIP distributes reports to faculty.*

## Administering the FGCU SAI Survey

**IMPORTANT: It is the instructor's responsibility to read all email coming from the Office of Planning and Institutional Performance, so that all deadlines are met and instructions are followed**

### Provision of Survey Forms

The Office of Planning and Institutional Performance (OPIP), determines which courses will require administration of the survey according to the guidelines. Subsequently, OPIP provides the survey forms for each course requiring administration.

**A set of instructions are also attached to the packet.** The packets are distributed to faculty via campus mail.

### Faculty Responsibility

Each faculty member selects a student in the class to administer the survey. The **faculty member absents her/himself from the class** until the students complete the survey. The **survey is administered at the beginning of the class and** takes approximately 15 minutes to complete.

### Student Responsibility

The student selected to administer the survey distributes the survey to each student in the class, **reads the instructions on how to complete the survey**, collects the completed surveys, seals them in the envelope provided, and returns them to the Library Circulation Desk. For off-campus courses, the student gives the sealed envelope to the faculty member, who returns it to the designated office.

# Current SAI Guidelines (subject to change)

## FGCU Student Assessment of Instruction (SAI)

### Administration

- Items 1- 8, designed at UF, commonly used for throughout the state
- State required SAI for Spring and Fall semesters (summer is not required)
- Items designed only for Regular Lecture Classes (No Labs, Internships, Clinical, Supervised Research, Thesis, or Practicum courses)
- Only given to students who are registered and will receive a grade (not audit or withdrawal)
- Administered after "Last Day to Withdraw Without Academic Penalty"
- Student anonymity protected (No reports or surveys returned for <5 responses)
- Voluntary for students
- Not given with Instructor present
- Not given to classes with less students than would make SAI "statistically useful" (enrollment <6)
- Not given in the same class session as a test (scheduled for the 3 weeks prior to final exam week)
- All courses held via Distance Learning or in a PC equipped classroom are expected to use the Online SAI

### Reports

- State deadline for reports - the following calendar year
- Reports are given to faculty first –after grades due date on current Academic Calendar
- Results to items 1-8 are public information (Library, College Reports, Academic Affairs, and SGA)
- State did not mandate inclusion of any measure of central tendency
- Should not be used to compare one faculty member to another's performance
- Not to be the sole data used for hiring or firing – this is only ONE – INDIRECT measure of teaching/course quality
- No reports for classes with >100% response rate

### Special Cases and Alternatives

- Team-taught – mostly primary faculty, unless requested
- Cross-listed – all responses combined due to same professor, same experience
- Summer Sessions – short and many, therefore only regular SAI in Summer A, B, or C, unless by special request
- Distance Learning & PC Classroom – require the use of the Online SAI (no paper forms distributed for these classes.)
- New Pedagogy – needs alternative SAI items

## For Further Information

Student Assessment of Instruction information is posted on the Office of Planning & Institutional Performance website:

<http://www.fgcu.edu/planning/StudentAssessment/Index.asp>

Questions? Please **email** us!

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