

Student Course Evaluations – Faculty FAQ

Columbus State Community College

1. What is the purpose of collecting student feedback?

Student feedback is collected to support **faculty reflection**, as part of continuous improvement.

The feedback provides instructors with:

- Information to review and interpret in their own context
- Content to draw from when writing the **reflection** in their annual appraisal
- Insight to support **continuous improvement**

Faculty determine which themes are meaningful and how to incorporate them into their professional narrative.

2. Why are we implementing student evaluations in this format now?

Student course evaluations have been part of Columbus State’s instructional history. What is new is our alignment with **Ohio Revised Code § 3345.451**, enacted through [Senate Bill 1](#).

The law requires that **all public colleges and universities in Ohio** include a set of **three common questions** in every student course evaluation. CSCC is implementing a consistent process to meet that requirement.

3. How will the evaluation survey be delivered to students?

Surveys are delivered through a **survey tool inside Blackboard**, which works in both **Learn** and **Ultra** courses.

Students receive:

- An email notification when the survey opens
- A reminder before it closes

The survey window occurs near the end of the term.

Term	Section Start Date	Section End Date	Survey Deploy Date
1st 5 Week Term	09/01/2025	10/05/2025	09/26 - 10/03
2nd 5 Week term	10/06/2025	11/09/2025	10/31 - 11/07
3rd 5 Week Term	11/10/2025	12/14/2025	12/05 - 12/12
1st 8 Week Term	09/01/2025	10/25/2025	10/13 - 10/24
2nd 8 Week Term	10/26/2025	12/20/2025	12/01 - 12/12
Full 14 Week Term	09/15/2025	12/20/2025	12/01 - 12/12
Full 16 Week Term	09/01/2025	12/20/2025	12/01 - 12/12

4. What questions are in the survey?

The survey includes:

- Five standard questions designed by CSCC's Academic Council Instructional Success Committee to support faculty reflection, Questions #1- #5.
- Three questions, required under ORC § 3345.451, Questions #6- #8.

1. Did course resources (e.g., syllabus, weekly announcements, assignment instructions) support your ability to stay organized and succeed in the course? Yes/No. Optional comments.

2. Did instructional activities (e.g., demonstrations, group work, modeling, discussions, lesson videos, class assignments, Blackboard course materials) contribute to your understanding of the course content? Yes/No. Optional comments.

3. Did instructional strategies (e.g., clarity of explanations, responsiveness, use of examples, organization of materials, pacing of lessons), help you learn effectively? Yes/No. Optional comments.

4. Were communication and feedback methods (e.g., instructor availability, instructor emails, announcements, assignment feedback) effective in supporting your learning or clarifying expectations? Yes/No. Optional comments.

5. Without changing course requirements, do you have a recommended adjustment to improve the course design or delivery to supercharge learning for future students? Yes/No. Optional comments.

6. Does the faculty member create a classroom atmosphere free of political, racial, gender, and religious bias? yes/no

7. Are students encouraged to discuss varying opinions and viewpoints in class? yes/no/na

8. On a scale of 1(not at all)-10(extremely), how effective are the teaching methods of this faculty member?

5. Who can see the results?

Access is limited to:

- The **Instructor(s) of Record***
- The **Department Chair**

No other units or individuals have access unless the faculty member chooses to share their results. *Instructor of Record is pulled from Colleague. See FAQ #9 for more information regarding multiple instructors of record.

6. When will the results be available?

Results become available **only after final grades are submitted.**

This timing ensures:

- No impact on grading
 - Protection for both students and faculty
 - Consistency with institutional and national best practices
 - *For AU25, first available date is 12/24/25 due to initial build of web access by IT
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7. How do I access my results?

Results are accessed through **Single Sign-On (SSO).**

<https://web.csc.ccc.edu/blackboard/evals/>

Screenshot Guide

See below

8. How should I use the feedback in my annual appraisal?

Full-time faculty incorporate their own **interpretation and reflection**, not the raw data, in their annual appraisals.

Reflection may address:

- Patterns or themes
 - Alignment with instructional goals
 - Adjustments or ideas for future
-

9. How are team-taught, multiple instructors of record, or special-case courses handled?

We recognize that the Blackboard survey tool is not a perfect fit for every instructional model at CSCC. Some course structures create complexities in how instructors' names appear on the student survey. Here is how these situations are handled:

- **Courses with Multiple Instructors of Record**
Some sections list more than one Instructor of Record. This information originates in **Colleague**, not in Blackboard. **One survey** is issued for each course section, and all listed Instructors of Record receive the same combined results.
- **Clinical, Lab, and Experiential Courses**
Clinical courses may list several instructional roles (e.g., lecture faculty, clinical coordinators, lab techs). Students will see all listed names when completing their survey. Students may reference a particular instructor in comments, but not all responses will be attributable to a specific individual. In these cases, instructors and departments should rely on **context, expertise, and discretion** when interpreting feedback.
- **Lead Instructors Appearing on Multiple Sections**
In some departments, lead instructors add themselves to course sections for supportive/oversight/accreditation purposes. As a result, their web forms will display **all sections they oversee**, not only those they teach, because they are listed as instructors of record.

- **Interpreting Feedback in Complex Teaching Structures**

Because this is a **college-wide, mandatory survey**, feedback may not always map clearly to specific instructional roles and/or program accreditation needs. Faculty and departments should continue to use their **additional assessment tools** alongside the survey results to gain a complete picture of the students' experiences.

- In all cases, faculty are encouraged to apply their **professional expertise, contextual understanding, and established departmental practices** to determine what feedback is meaningful for their reflection and continuous improvement.
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11. What should we know about College Credit Plus (CCP) courses?

- Students complete the same survey.
 - The evaluation pertains to the **college course** and the **listed Instructor of Record**—not the high school facilitator.
 - High school facilitators receive a brief script to share with students explaining this distinction. [📄 Draft Script for CCP Facilitators about Student Evaluations of Instruction .docx](#)
 - Results are accessible only to the Instructor of Record and Chair.
-

12. Are student responses anonymous?

Yes. Student responses are anonymous to faculty and chairs.

Reports are provided only in aggregate form and never tied to student identities.

14. Can I see the IRB submission?

Yes. The IRB materials are available here:

[2025NR001 Casbarro NR approval.pdf](#)

15. Who can I contact with questions or concerns?

- **General:** Department Chairperson
- **Technical/Access Issues:** CSCC IT Helpdesk

- **Survey Questions Feedback:** Instructional Success Co-chairs, Tracy Koski & Jennifer Mauck
- **CCP-Specific Support:** Beth Koruna, Director K-12 Partnerships.

Screenshot Guide

Instructor Access

Access: <https://web.cscs.edu/blackboard/evals/>

Instructor View with search bar and link to Chair Access. Not everyone will have the Chair Access link.

The screenshot shows the top navigation bar of Columbus State Community College. Below the header, there is a breadcrumb trail: "CSCC | Student Course Feedback Survey for Minerva McGonagall from Autumn 2025". The main heading reads "Student Course Feedback Survey for Minerva McGonagall from Autumn 2025". A welcome message "Welcome, Minerva McGonagall!" is displayed on the left, and "Chair Access • Log Out" is on the right. At the bottom of the header area, there is a search bar with two dropdown menus: "Autumn" and "2025", followed by a "Search" button.

Sample Results of one section:

MAGI-1217-Wo3-73145-AU-2025 McGonagall, Minerva

11 responses out of 30 possible (36.67% response rate) collected between 8/26/2025 9:01 AM and 8/29/2025 11:59 PM.

Question	Yes	No
Did course resources (e.g., syllabus, weekly announcements, assignment instructions) support your ability to stay organized and succeed in the course? Comments <ul style="list-style-type: none"> When I have a syllabus and receive a weekly announcements from the teacher that can help me to organize my studies N/A 	100.00%	0.00%
Did instructional activities (e.g., demonstrations, group work, modeling, discussions, lesson videos, class assignments, Blackboard course materials) contribute to your understanding of the course content? Comments <ul style="list-style-type: none"> Instructional activities help me to understand information better. N/A 	100.00%	0.00%
Did instructional strategies (e.g., clarity of explanations, responsiveness, use of examples, organization of materials, pacing of lessons), help you learn effectively? Comments <ul style="list-style-type: none"> N/A 	90.91%	9.09%
Were communication and feedback methods (e.g., instructor availability, instructor emails, announcements, assignment feedback) effective in supporting your learning or clarifying expectations? Comments <ul style="list-style-type: none"> Instructor's feedback helps me to improve my studies N/A 	100.00%	0.00%
Without changing course requirements, do you have a recommended adjustment to improve the course design or delivery to supercharge learning for future students? Comments <ul style="list-style-type: none"> I have limited experience so far to make recommendations. Maybe more Picture guided instructions. A lot of words can make people lose focus. In my opinion It is perfect and I enjoyed it. It dosent need adjustments. 	18.18%	81.82%
Does the faculty member create a classroom atmosphere free of political, racial, gender, and religious bias?	81.82%	18.18%
Are students encouraged to discuss varying opinions and viewpoints in class?	100.00%	0.00%

Question	1	2	3	4	5	6	7	8	9	10
On a scale of 1 (not at all) - 10 (extremely), how effective are the teaching methods of this faculty member?	0.00%	0.00%	0.00%	0.00%	9.09%	0.00%	9.09%	9.09%	27.27%	45.45%

View of top bar with Download Results and Print Results buttons.

COLUMBUS STATE
COMMUNITY COLLEGE

[CSCC](#) | Student Course Feedback Survey for Minerva McGonangall from Autumn 2025

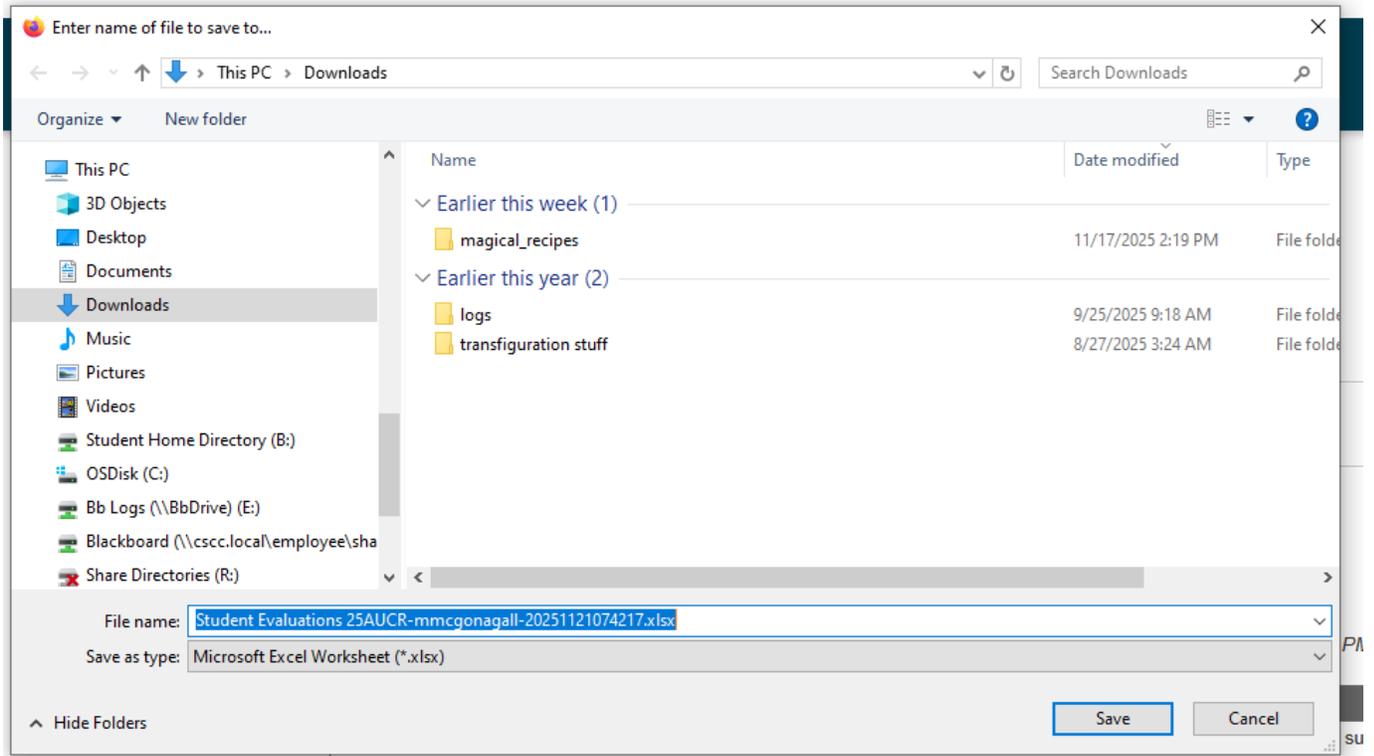
Student Course Feedback Survey for Minerva McGonangall from Autumn 2025

Welcome, Minerva McGonangall! [Chair Access](#) • [Log Out](#)

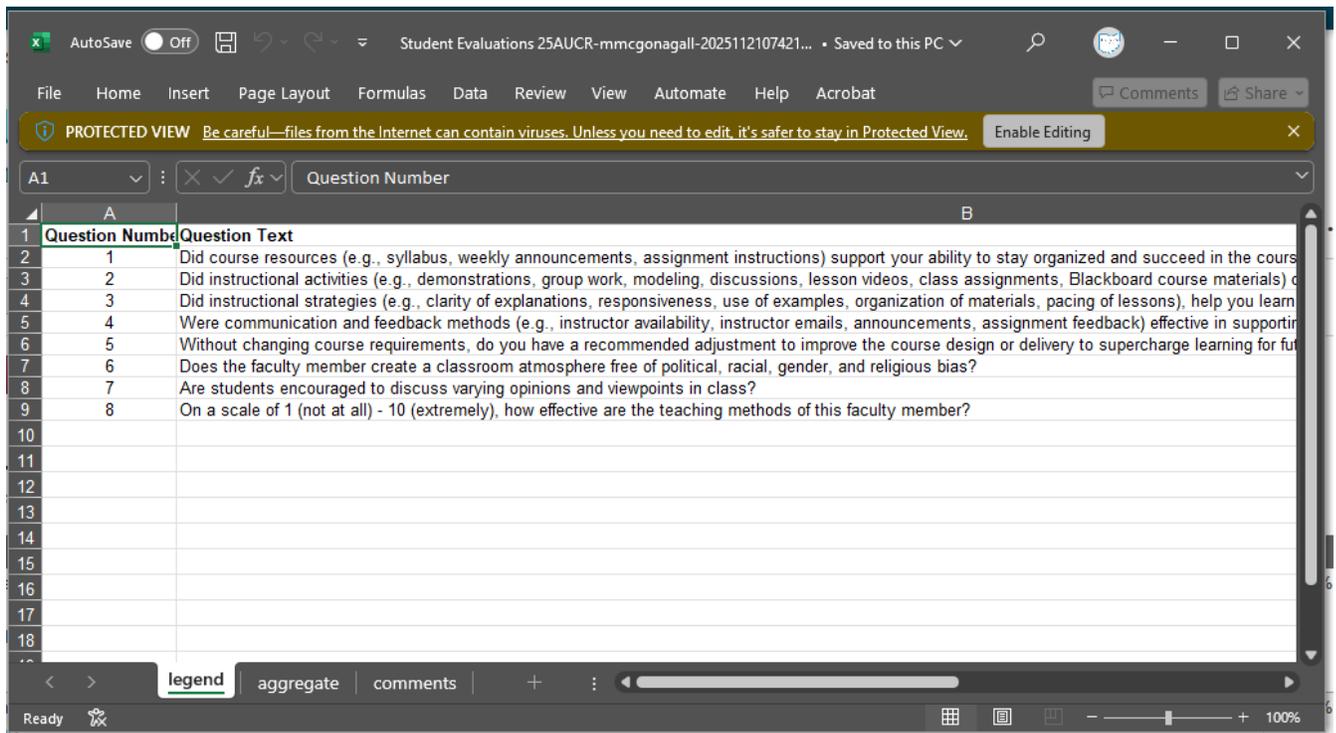
Autumn 2025 Search

Download Results
Print Results

Save Prompt after Download Results is clicked:



First Tab:



Document Version: v1 | Last Revised: December 4, 2025

Print Preview after Print Results is clicked:

COLUMBUS STATE
COMMUNITY COLLEGE

Student Course Feedback Survey for Minerva McGonangall from Autumn 2025

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Navigation: << < 1 of 5 > >>

Print 5 sheets of paper

Destination: Microsoft Print to PDF

Orientation: Portrait

Pages: All

Color mode: Color

Fewer settings

Paper size: Letter

Scale: Fit to page width

Pages per sheet: 1

Margins: Default

Options: Print headers and footers, Print backgrounds

Print using the system dialog...

Print Cancel

Chair View with Filter:

Chair Access

Access: <https://web.csc.edu/blackboard/evals/> and click on “Chair Access”

Or direct access via <https://web.csc.edu/blackboard/evals/chairs.php>

Student Course Feedback Survey for Transfiguration

Welcome, Minerva McGonagall!

[Instructor Access](#) • [Log Out](#)

Term and Year:	Autumn	2025
Response Period:	--All Response Periods --	
Program:	--All Programs of Study --	
Modality:	-- All Sections --	
Course:	ENGL-1100 or MATH-0114	
Section:	W07L or 201	
Instructor Username:	mmcgonagal or hpotter10	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

Error Notes:

Evaluations for this section will be available on [date], after final grades have been entered.

Grades have not yet been entered for this course. Evaluations will become available after grades have been entered.

There were no submissions collected for this section.