



# Student Evaluation of Learning and Feedback for Instructors (SELFIE) Process

North Dakota State College of Science • 800 Sixth Street North • Wahpeton, ND 58076-0002 • 1.800.342.4325 • [www.ndscs.edu](http://www.ndscs.edu)

## Purpose

To collect student feedback regarding their learning, the quality of the course and instruction to assist NDSCS in ensuring that quality courses and instruction are occurring across NDSCS.

## Key Items

- All faculty regardless of rank, including adjunct faculty, must utilize the standard SELFIE tool administered through Qualtrics. ('Instructor' will represent all forementioned terms in the remainder of this report)
- Feedback will be collected from in-person courses, labs, online courses, and hybrid courses. (Alternative Student Course Feedback forms may be utilized for independent study or internship courses)
- All students will have the opportunity to anonymously complete a SELFIE for each course and each instructor in that course each semester.
- SELFIEs will be administered using Qualtrics Course Evaluation Platform.
- The SELFIEs will be administered during the last two weeks of courses, not including finals week.
  - 4 Week, 8W1 and Intersession courses will be set to launch on Sunday evening, 2 weeks prior to the end of the session and will close at 11:59 p.m. on the last day of the session.
  - 8W2, full semester and all remaining special sessions closing after the end of the regular term will set to launch on Sunday evening, 3 weeks prior to the end of the session and will close at 11:59 p.m. last day of the session.
- Students will receive an email notification encouraging them to complete the SELFIE with reminders (weekly) and the day before it closes. Instructors may choose to use class time to enhance the response rate of electronic forms.
  - Students will also be able to access their evaluations once they open until they close 24/7 through their Blackboard portal.
- Results will be available to instructors and appropriate supervisors once grades have been posted.

## Process

- Institutional Effectiveness (IE) will pull a list of active courses with their instructors on the first full day of the term. This list will be shared with Academic and Program leadership to ensure all instructors for each course are included and that all appropriate courses are included.
- Any instructors not currently loaded into the Qualtrics Evaluation Tool will be identified and added. Any changes in faculty assignments will be updated.
- Emails will be sent to instructors on the Monday prior to a survey launching for them to review their courses and ensure that the right faculty are listed. Any changes must be communicated back to IE by noon on Wednesday (2.5-day turnaround).
- On Thursday prior to evaluations launching a list of all enrolled students will be pulled and the appropriate data file imported into the Qualtrics Course Evaluation tool.
  - Students, Courses, Instructor file will be imported, and the course evaluation scheduled to launch at 6:00 p.m. on the specified Sunday evening.
  - Evaluations will be set to close at 11:59 p.m. on the last day of the session.
- Dashboards to allow faculty/admin to view response rates (in real time) will be turned on, all other dashboards will be turned off until after grades post.
- All dashboards will be turned back on within 24 hours of grades posting. An email will be sent to all faculty once dashboards are live along with instructions on how to access them.

## Course Evaluation – effective Fall 2023



### Course

#### Student Evaluation of Learning

NDSCS is seeking feedback regarding your learning experience in your NDSCS course. Please answer the questions below about your experience in **\$\{e://Field/courseCode\}\$ \$\{e://Field/courseName\}**. You will have an opportunity to evaluate your instructor(s) in a separate set of questions following your personal reflection and course reflection questions. All data will be summarized and shared with the instructor and academic leadership after grades have been posted. No individual students will be identified, unless you include your name with your written feedback.

Thank you in advance for your time and your feedback!

Please read each statement carefully concerning your class and choose the appropriate rating.

#### My Learning

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable (N/A)
I was well prepared and attended class regularly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I gained valuable knowledge/skills to achieve the learning outcomes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I communicated well with my instructor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please answer the following based on course: \${e://Field/courseName}

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable (N/A)
The resources and required materials were valuable and appropriate to the goals of this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The assignments, activities, and/or tests were appropriate to the goals of this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course was well organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The methods used for grading were clear and fair.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What were the strengths of this course [ \${e://Field/courseName} ]?

Do you have any suggestions for improvement of this course [ \${e://Field/courseName} ]?

Based on your ratings above, do you have any additional comments or feedback to share on this course [ \${e://Field/courseName} ]?

## Instructor Evaluation – effective Fall 2023



### Instructor

Please answer the questions below about **{e://Field/teacherFirstName} {e://Field/teacherLastName}**.

The purpose of this evaluation is to give you an opportunity to provide honest and constructive feedback about your learning experiences, which will help the instructor and the College improve teaching methods and styles. All data will be summarized and shared with the instructor and academic leadership after grades have been posted. No individual students will be identified, unless you include your name with your written feedback.

Thank you in advance for your time and your feedback.

Please read each statement carefully concerning your instructor and choose the appropriate rating.

**About {e://Field/teacherFirstName} {e://Field/teacherLastName}**

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable (N/A)
{e://Field/teacherFirstName} {e://Field/teacherLastName} was knowledgeable and clearly explained the course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
{e://Field/teacherFirstName} {e://Field/teacherLastName} created a positive, engaging, learning environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
{e://Field/teacherFirstName} {e://Field/teacherLastName} encouraged me to participate and ask questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
{e://Field/teacherFirstName} {e://Field/teacherLastName} provided useful and meaningful feedback to help me learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

`{e://Field`  
`/teacherFirstName}`  
`{e://Field`  
`/teacherLastName}`  
treated students with respect.

☐ ☐ ☐ ☐ ☐ ☐

`{e://Field`  
`/teacherFirstName}`  
`{e://Field`  
`/teacherLastName}`  
was available for questions and help outside of class (i.e., office hours or email)

☐ ☐ ☐ ☐ ☐ ☐

`{e://Field`  
`/teacherFirstName}`  
`{e://Field`  
`/teacherLastName}`  
used a variety of methods of teaching to assist in my learning.

☐ ☐ ☐ ☐ ☐ ☐

Based on your ratings above, do you have any additional comments or feedback to share regarding `{e://Field`  
`/teacherFirstName}` `{e://Field/teacherLastName}`?

## Email Invitation – effective Fall 2023, updated Fall 2024

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Greetings \${m://FirstName}!

NDSCS is seeking feedback regarding your learning experience in your NDSCS courses. Learn more [here!](#)

Please visit [this link](#) to access and complete this term's evaluations.

The purpose of this evaluation is to give you an opportunity to provide honest and constructive feedback about your learning experiences – which will help the instructor and the College improve teaching methods and styles.

All data will be summarized and shared with the instructor and academic leadership after grades have been posted. No individual students will be identified, unless you include your name with your written feedback.

Thank you in advance for your participation!

Sincerely,  
Lisa Karch, Ph.D.  
Executive Vice President for Academic Affairs

## Email Reminder – effective Fall 2023, updated Fall 2024

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Greetings \${m://FirstName}!

A quick reminder that NDSCS is seeking feedback regarding your learning experience in your NDSCS courses. Learn more [here!](#)

Please visit [this link](#) to access and complete this term's evaluations.

The purpose of this evaluation is to give you an opportunity to provide honest and constructive feedback about your learning experiences – which will help the instructor and the College improve teaching methods and styles.

An aggregate report, in which individual replies are not identified, will be shared with the instructor and academic leadership after grades have been posted.

Thank you in advance for your participation!

Sincerely,  
Lisa Karch, Ph.D.  
Executive Vice President for Academic Affairs

*Updated 02.12.2025*