

<b>Student Feedback on Learning Experiences Policy</b>	<b>Policy Sponsor:</b> Senate	<b>Approval Date:</b> June 13, 2011
	<b>Responsible Unit:</b> Centre for Learning and Teaching	<b>Revisions:</b> Senate: April 11, 2016; June 12, 2017, April 26, 2021; Order 0 ni BA... Back

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The Student Feedback on Learning Experiences Policy is intended to guide the process at Dalhousie for the systematic gathering of student feedback on their learning experiences within credit courses taken as Dalhousie students through the Student Learning Experience Questionnaire (s)-3.4 (t)3Bj Ds.(e)-4(6 (o)7 ( S)L4

1.

The purpose of this Policy is to establish the parameters within which the SLEQ is implemented and how the resulting data can be used.

B. Application

- n. "Student" means an individual registered in one or more credit courses at the University;
- o. "Student Learning Experience Questionnaire" "SLEQ" means the official institutional process of systematic collection of student feedback on the quality of learning and teaching in credit courses including a set of common questions used across all teaching units as more fully described in this Policy and Procedures.

#### D. Policy

1. Student Learning Experience Questionnaire shall be conducted in all credit courses at the University in accordance with this Policy, the Procedures and any protocols or guidelines established by the SLEQ Administrator.
2. Deans and Academic Unit Heads will strive to ensure that the SLEQ process is administered consistently within their unit. They are also expected to counsel and mentor Instructors about their participation in the SLEQ process, especially in their early years of teaching or those without tenure, including identifying support and access to teaching development resources.
3. Instructors are responsible for familiarizing themselves with the SLEQ process and for ensuring that student feedback mechanisms, of which the SLEQ is one, are built into their courses. Instructors have a responsibility to convey to students the importance of their participation in the SLEQ process.
4. Students are expected to provide constructive and honest feedback that is intended to improve the quality of instruction of an Instructor in future years. SLEQ responses are subject to the university's policies on harassment, discrimination, sexualized violence, the student code of conduct and/or the use of computing and communication infrastructure. The feedback provided by students is confidential, and all reporting to instructors and academic leaders will be anonymized except as indicated in this policy.
5. The quantitative results of the core instrument on the SLEQ will be made available to all students.

- c. To provide Instructors, Academic Units, Faculties and the University with data to support the nomination of Instructors for teaching awards and recognition;
  - d. To provide data on instruction for use in promotion, tenure, and other evaluation processes;
  - e. To provide Instructors, Academic Units, Faculties and the University with data to support the evaluation of courses, programs, academic units and the institution.
8. Instructions for completing the SLEQ must include a clear statement on the purposes for which the SLEQ results may be used, which must be consistent with section D.7, and in accordance with Senate principles.
  9. Dissemination of SLEQ results shall be made in accordance with the Procedures, and in a manner that is consistent with applicable collective agreements and the university's privacy obligations.
  10. Any data provided to students is for the use of such students only, and is not to be shared or distributed in any manner to other individuals or organizations. Unauthorized distribution may lead to disciplinary action under approved Senate policies.
  11. To ensure the effectiveness of the SLEQ process, there shall be ongoing education of the university community concerning the SLEQ process.

accordance with the Procedures including cross-listed courses with other academic units.

4. Data Storage The Executive Director of the Centre for Learning and Teaching shall be the SLEQ Data Custodian, and shall be responsible for the custody, storage and access to the SLEQ data which will be housed on a secure server with appropriate backup. Academic Unit Heads who choose to store the SLEQ reports locally must ensure that they do not lose the data.

COMMUNICATION The instructor communicated clearly during the class/clinical.

ENTHUSIASM The instructor showed

2. The instructor did not include materials that contained offensive or discriminatory ideas except to educate students about discrimination, oppression, or other existing perspectives

These course content questions were created by the Dalhousie Student Union. The purpose of these questions is to give students an opportunity to identify racist, sexist, homophobic, and any other oppressive content<sup>1</sup> in course curricula and literature and share that feedback anonymously with their professors. These questions will also support course instructors in developing innovative curricula to support diversity, developing cross-cultural competencies, and fostering safer spaces by identifying areas of strengths and weaknesses in existing course content. Making course content changes will be solely at the discretion of





reliability assessment determines is sufficiently reliable. Section A results shall be made available only to currently registered Dalhousie students through a secure on-line portal.

d. To Deans: a summary of Section A results for each Instructor in their Faculty

3. Release of SRCC results. The SLEQ Administrator shall release the SRCC results (Section E) to receiving all SLEQ data, including those courses that fall outside of the regular SLEQ schedule, as follows:

- a. Deans, Department Heads will receive anonymized aggregate data from Section E for quantitative questions 1 and 2 for their Academic Unit.
- b. Chairs of Faculty Equity, Diversity and Inclusivity (EDI) committees will receive anonymized aggregate data from Section E for quantitative questions 1 and 2 and the Vice Provost Equity and Inclusion (VPEI) who will send this data for each respective academic unit (in this case Faculties) to each Chair. The SLEQ Administrator will provide the data to the VP.
- c. The Chair of the Pan University EDI Committee (Curriculum, Teaching & Learning) will receive anonymized aggregate data for Section E for quantitative questions 1 and 2 for all academic units (in this case Faculties). The SLEQ Administrator will provide that data to the Chair.

4. Method of sharing results. Results shall be made available under section 2 by means of the SCF Email notification of their availability shall be provided to dal.ca email accounts of Instructors and to the general administrative email or personal dal.ca email accounts for Academic Unit Heads.

5. Deletion of Discriminatory or Harassing Comments. When the Instructors receive their reports, if they believe that they received a comment in Section D that constitutes either harassment or discrimination, then they may request that it be removed from their report. Once such a request is submitted to the SLEQ Data Custodian, the complaint is then reviewed by a review committee comprising the Vice-Provost Equity and Inclusion, the Vice-Provost Student Affairs, the Associate Vice-President Human Resources, the Chair of the Senate Learning and Teaching Committee, and the University General Counsel (or their designates). If the comment is deemed to constitute discrimination or harassment, then the review committee may request that the comment be deleted from the Instructor's data along with all of the other responses submitted by that student across all sections of the SLEQ form completed for that course. In addition, if the comment is deemed to have violated the university's policies on harassment, discrimination, sexualiz5.5 1 Tw -29..9

of Teaching Policy. Instructors may also include formative feedback from any sections of the SLEQ in their teaching dossiers.

8. Other Requests for SLEQ Reports. The SLEQ Administrator shall provide other SLEQ reports only as follows:

- a. To Instructors who have left the University through the Instructor's former Academic Unit;
- b. To Academic Unit Heads or Deans (or their designate): aggregate results of Section A and D relating to their Academic Unit or Instructors within their Academic Unit for purposes consistent with Section D.7, upon reasonable notice (minimum two weeks, depending upon the complexity of the request). Aggregate results of Section E relating to their Academic Unit for purposes consistent with Section D.7 upon reasonable notice (minimum two weeks, depending upon the complexity of the request).
- c. To other Senior Administrators: aggregate results of Section A and D at the level of Academic Unit, Faculty or the university for purposes consistent with Section D.7, upon reasonable notice (minimum two weeks, depending upon the complexity of the request);

9. Access to results where courses are outside home Faculty. Where Instructors teach courses in an Academic Unit outside their home Faculty, the SLEQ Administrator will provide summary results of Section A and D for those courses to the Academic Unit Head of the home department where requested.