

STUDENT FEEDBACK

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category	G. People & Culture ▾
Parent Policy	G08
Approval Date	September 21, 2026
Effective Date	September 21, 2026
Procedure Owner	Vice President, Academic & Student Experience Chief People & Culture Officer

Overview	In alignment with Olds College of Agriculture & Technology's commitment to quality instruction and continuous improvement in teaching and learning, student feedback serves as one mechanism to enhance course delivery and the overall student experience. This procedure outlines the standards and responsibilities for administering student feedback forms, managing data, and accessing feedback results.	
Procedure	1.	General Principles
	1.1	This is a formative process to improve course instruction and enhance student experience. This is not to be used as the sole source of information in a faculty performance evaluation.
	1.2	The Student Feedback Form consists of a standard set of questions developed collaboratively between College administration and the Olds College Faculty Association (OCFA). Program Curriculum Committees (PCC) may add up to five program-specific questions.
	1.3	Faculty may gather interim, formative student feedback during a course at their discretion.
	2.	Frequency and Course Selection
	2.1	Probationary (full and part-time), Temporary Full-Time, 3 year Term Certain, and Casual Faculty: Are required to collect student feedback for every course section taught.
	2.2	Permanent Faculty (full and part-time): Are required to collect student feedback for a minimum of four separate courses per academic year (proportionate over the academic year).
	2.3	Over a 3-year period, a faculty member will collect feedback using the recognized Student Feedback Form for each course for which they are responsible, or a cross-section of feedback from sections offered to different programs.

3.	Administration	
3.1		The forms and response data are managed by the Teaching and Learning Centre of Innovation (TLCI).
3.2		The Student Feedback Form will be made available through the Learning Management System (LMS) for each course, between the midpoint and end of each term.
3.3		TLCI shall provide resources and guidance to encourage student participation and completion of the Student Feedback Forms.
3.4		Students shall have the opportunity to provide feedback for each course each term that it is taught.
4.	Access to Results	
4.1		Faculty members gain access to the student feedback after the final grade submission cut-off date.
4.2		Deans will have access to student feedback at their discretion.
4.3		When a faculty member instructs a course outside their primary program area, results are accessible by both the Dean of the host course and Dean to whom the faculty member reports.
APPENDIX		
Student Feedback Form The 28 base questions were developed by faculty and administration. Changes to these questions can be made based on mutual agreement. In addition to the 28 base questions, a Program Curriculum Committee (PCC) has the option to develop up to 5 unique questions. Section 1: Course (Rating questions: from strongly agree to strongly disagree) 1. The learning environment or physical space enhances my learning (e.g.Moodle, furniture and seating, WiFi connection, classroom and/or lab equipment and space, lighting, etc.). 2. The course objectives, evaluation methods, and other administrative details are clearly stated at the beginning of the course. 3. The course objectives match the delivered course content. 4. The tests, assignments, and other evaluation methods match the course objectives and content. 5. The course content is related to practical and relevant industry situations. 6. The activities in this course are appropriate to the content and help me learn. 7. The workload is achievable. 8. The course resources (textbook, Moodle resources, etc.) contribute to my learning and I find them to be valuable. 9. Please provide any specific feedback or examples, based on your choices above. Section 2: Written Response (Comment type questions) 10. What do you like most about the course? 11. What contributes the most to your overall success in this course? 12. Does the online learning environment contribute to your overall success in this		

	course? Why or why not? Section 3: Student (Rating questions: from strongly agree to strongly disagree) 13. Overall, I am satisfied with this course. 14. I am sufficiently challenged in this course. 15. I work to my potential in this course. 16. The evaluation methods are a fair assessment of my work and ability in the class. 17. My attendance in the class is (round to the nearest 25%). 18. Please provide any specific feedback or examples, based on your choices above. Section 4: Instructor (Rating questions: from strongly agree to strongly disagree) 19. I would recommend this instructor to other students. 20. The instructor is knowledgeable and competent in the subject matter. 21. The instructor presents content in a well-organized and effective manner. 22. The instructor is enthusiastic about this course. 23. The instructor encourages me to think, raise questions, or make comments. 24. The instructor is helpful when I have difficulties or questions. 25. The instructor responds to requests for assistance within the communicated timeframe, during the instructional week. 26. The instructor provides timely and helpful feedback on in-class activities, assignments, and exams. 27. Please provide any specific feedback or examples, based on your choices above. 28. Do you have any other comments or suggestions that were not addressed in any of the questions above?
Definitions	Faculty: An academic staff member employed by the College under the Olds College Faculty Association Collective Agreement Performance Evaluation: The formal process of assessing performance and effectiveness to align with individual and organizational goals, undertaken in conjunction with the member's Dean for the purpose of completion of probation, increment attainment, promotion, or regular review. Student Feedback Form: The standard form of questions developed collaboratively between College administration and the Olds College Faculty Association for the purpose of gathering feedback to enhance course delivery and the overall student experience.
Related Information	G08 Faculty Performance & Development Policy G08 Faculty Performance & Development Procedure OCFA Collective Agreement Quality Teaching Framework (QTF)
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