

# The College of New Jersey

## ON-LINE STUDENT FEEDBACK ON TEACHING BEST PRACTICES

- Make an announcement in class at the first class meeting immediately after the campus wide announcement to discuss the best approach to the administration of the feedback for your class.
- Follow up with a personal email on the importance of their feedback to you and reiterating your instructions.
- Build confidence and ensure them of their anonymity.
- Take advantage of classes scheduled in a computer lab to administer the feedback during class noting that they are no longer confined to a fifteen minute requirement allowing them time for thoughtful and meaningful comments.
- OR request your academic department to schedule a computer lab during this timeline.
- Have students break out their iPads or laptops and do the feedback in class.
- Consider allowing students to do the feedbacks on their own time schedule within the prescribed window. While that flexibility removes some of the angst in completing the evaluation during the quick fifteen minute requirement as outlined in the previous MOA, students should note that PAWS has a 45 minute timeout and that they should schedule the completion of the feedback in one sitting.
- Inform your students that they will receive email reminders by R&R prior to and periodically over the course of the two week window regarding any outstanding SFTs.
- Build an awareness around knowing what the feedback are for, how important they are to the institution's future and the student's academic experience and how they can result in real and meaningful changes.
- Make a point to indicate how the evaluations would be used institutionally to make class/instructional changes.
- Include the SFT timeframe and your approach to the administration of the Feedback in your subsequent syllabus.