

# NATIONAL TAIWAN UNIVERSITY

## Regulations for the Establishment of the Course Evaluation Committee

June 08, 2007	Passed by the 2 <sup>nd</sup> Academic Affairs Meeting, spring semester, Academic Year 2006–07
January 04, 2008	Amended by the 2 <sup>nd</sup> Academic Affairs Meeting, fall semester, Academic Year 2007–08
June 06, 2008	Amended by the 2 <sup>nd</sup> Academic Affairs Meeting, spring semester, Academic Year 2007–08
October 15, 2010	Amended by the 1 <sup>st</sup> Academic Affairs Meeting, fall semester, Academic Year 2010–11
June 11, 2011	Amended by the 2 <sup>nd</sup> Academic Affairs Meeting, spring semester, Academic Year 2010–11
January 06, 2012	Amended by the 2 <sup>nd</sup> Academic Affairs Meeting, fall semester, Academic Year 2011–12
March 07, 2014	Amended by the 1 <sup>st</sup> Academic Affairs Meeting, spring semester, Academic Year 2013–14
June 06, 2014	Amended by the 2 <sup>nd</sup> Academic Affairs Meeting, spring semester, Academic Year 2013–14
January 09, 2015	Amended by the 2 <sup>nd</sup> Academic Affairs Meeting, fall semester, Academic Year 2014–15
January 08, 2016	Amended by the 2 <sup>nd</sup> Academic Affairs Meeting, fall semester, Academic Year 2015–16
June 12, 2020	Amended by the 2 <sup>nd</sup> Academic Affairs Meeting, spring semester, Academic Year 2019–20

Article 1 National Taiwan University (NTU or “the University”) establishes the Course Evaluation Committee (“the Committee”) in accordance with Article 5 of the *University Act* and Article 13, Paragraph 1 of the *NTU Organizational Charter* to assist NTU faculty members in obtaining student feedback and gauging student expectations, and to provide information that serves as a reference for teaching units to develop course improvement plans.

Article 2 The Committee shall assume the following responsibilities:

1. Development of general course survey questionnaires
2. Review and finalization of additional course survey questionnaire questions submitted by academic units
3. Analysis of course survey questionnaire results
4. Other matters related to the course evaluation methods and system

Article 3 The Committee shall be convened by the Vice President for Academic Affairs, who shall appoint 5 to 9 full-time University faculty members to serve as committee members. Each committee member shall be appointed to a one-year term and may be reappointed.

Article 4 Course evaluations shall be conducted via online surveys in the middle and at the end of each semester. All courses offered by academic units at NTU shall be subject to course evaluation with the exception of thesis/dissertation advisory courses, special topic courses, special topic seminars, selected paper seminars, selected paper reading courses, independent study courses, and service learning courses, which shall not be subject to a final course survey. Courses with justifiable cause may be excluded from course evaluation upon special signed approval by the Vice President for Academic Affairs and passage by the Committee.

Article 5 In principle, each NTU general course survey questionnaire shall have 25 questions at most. Academic units may develop additional survey questions according to the needs and submit the questions to the Vice President for Academic Affairs, who shall present the questions to the Committee for approval. However, the scores for the additional questions shall not be included in the calculation of the course evaluation results.

- Article 6 The online course surveys shall be handled by the Office of Academic Affairs. In principle, the starting and ending dates for the midterm course surveys shall be stipulated by the Committee, while the final course surveys shall be conducted each semester within the two weeks preceding the final exam. Online questionnaires shall be open to responses for two weeks. The questionnaires for summer session courses shall be open to students during the final week of each session; the starting and ending dates for the questionnaires shall be stipulated in the University's Academic Calendar.
- Article 7 Students who respond to the online final course surveys shall be granted early grades inquiry access.
- Article 8 The Office of Academic Affairs shall ensure the confidentiality of course surveys and may not disclose the identities of the respondent students.
- Article 9 The Committee shall form a task force to handle technical issues related to course questionnaires, compile questionnaire results, and perform data analysis.
- The task force shall consist of members appointed by the Curriculum Division, the Computer Information Management Division, and the Center for Teaching and Learning Development.
- Article 10 Handling of course survey results:
1. Midterm course surveys: The responses submitted by students shall be made available to the heads of academic programs and course instructors during the survey period, allowing them to use the responses as references and make prompt changes to the teaching strategies employed for that semester.
  2. Final course surveys:  
The responses to the final course questionnaires shall not be made available to the heads of academic units and course instructors until the latter have submitted the semester grades to the Office of Academic Affairs.
  3. The Office of Academic Affairs shall compile a list of courses receiving poor ratings on the final course survey on the online inquiry system for review and further action by the heads of academic units.
  4. Extreme responses to final course surveys (e.g., the student chooses "Strongly Disagree" for every question) shall be handled as follows:
    - 1) For any course that receives 19 responses or less, one extreme response shall be excluded from the calculation of the questionnaire results for that course.
    - 2) For any course that receives 20 responses or more, extreme responses accounting for up to 5% of the number of responses shall be excluded from the calculation of the questionnaire results for that course.
    - 3) Cases with justifiable cause shall be submitted to the Vice President for Academic Affairs for approval. For such cases, the number of extreme responses excluded can be higher than those stipulated in the preceding subparagraphs.

Article 11 The disclosure or non-disclosure of the average ratings received in the course surveys each semester shall be decided separately in academic program affairs meetings.

Article 12 The Regulations shall be passed by the Academic Affairs Meeting and then implemented on the date of promulgation.