

GUIDELINES

SOTE: FORM C – TEACHING IMPROVEMENT

1. Brief Background: SOTE Form C is one of the three (3) official SOTE forms approved by the Faculty Senate in 2005-06. It can be used by faculty for teaching improvement purposes.
2. Overall Procedures – For Department Offices and Faculty
 - a) Administration of SOTE Form-C will be arranged mainly at the department level -- between the Department Office and the faculty member
 - b) At the start of the quarter, the Department will send a letter (see Notification Form/Memorandum) to all faculty, to ask who will administer Form C for that quarter. The Department will create a list of responses (faculty name, course, quarter, year, number of students, etc).
 - c) Faculty member will complete the reply form (see Notification Form/Memorandum) and return it to the Department Office on or before 5:00 pm of the 5th Week of the quarter.
 - d) Faculty member will be responsible in developing his/her Form C, according to procedures in Sections 3 below.
 - e) Faculty member will submit a copy of the final Form C (with up to 5 questions) to the Department no later than Monday of the 8th week of the quarter.
 - f) The Department will assist faculty members in duplicating enough copies for their students, and will see to it that the Form C packets/envelopes contain the correct number of forms, plus the Instruction Sheet to faculty and the student who will administer Form C (see Packet Instructions). Form C packets should be ready when SOTE Form A packets are ready for distribution.
 - g) Faculty member will administer Form C according to Section 4 below.
 - h) Using the same procedure as Form A, all completed Forms C will be returned to the Department Office. The Department Office will record and log what was received (name of faculty, course, quarter, year, how many forms were completed, blank, etc.).
 - i) The Department Office will return Form C packets to faculty members after grades for the quarter are submitted.
 - j) Care should be taken that Forms A and C are not mixed during this process.
3. Creating a SOTE Form C (to be done by Faculty Member)
 - a. Download the Form C template from the TRC website (<http://trc.csusb.edu>, click “SOTE”). The form is in MS-Word format (see Form C with Instructions).
 - b. Input the necessary class information (name of instructor, class number and title, call number, year and quarter).
 - c. Type in up to five (5) teaching improvement questions. Faculty may choose to use up to 5 questions from the TRC question bank (available online at TRC website) or use original questions or a combination of both.

- d. Faculty will save and print a copy of the completed Form C. Submit a copy of the final Form C (with up to 5 questions) to the Department no later than Monday of the 8th week of the quarter for duplicating. Printing Form C on a different color of paper other than white is highly recommended.
4. Administration of Form C

Because Form C is an officially approved SOTE form, it will be administered in the classroom on the 9th week of class, following the same procedures as FORM-A (Student Opinion of Teaching Effectiveness) in the distribution, collection, and return of completed forms to the Department (or other officially designated location) by a student monitor.
 5. Report
 - a. Faculty may choose to include or not include a Form C report in his/her FAR.
 - b. If Form C was used based on an agreement between a faculty member and the department chair (or other administrator or committee), then the results will be used according to the agreement made.
 6. Faculty Submission of Original Questions for Inclusion in the TRC Question Bank
 - a. Original questions may be submitted for approval by using the online submission form found at the TRC website.
 - b. Faculty may submit questions for IQC approval using the following timetable for 2007-08 only:
 - i. Submit questions using TRC online submission form no later than Friday 5:00 pm of the 4th week of the quarter
 - ii. IQC will review questions during Weeks 5-6 of the quarter.
 - iii. Results will be made available during the 7th week of the quarter.
 - c. IQC will set the guidelines for classification, review and approval of original questions.
 - d. Approved questions will be posted in the TRC question bank.
 7. TRC Question Bank
 - a. Questions in the TRC Question Bank will be organized using the following categories:
 - i. Command of Subject Matter
 - ii. Course Design and Development
 - iii. Effectiveness of Instruction
 - iv. Academic Assessment of Students
 - b. IQC will approve all questions in the question bank.
 - c. The question bank will be updated regularly by TRC. Approved questions will be uploaded to the TRC website once per quarter.

SUMMARY: TIMETABLE

QUARTER	TASKS	TASKS
1 st Week	Notify department, using Notification Form	Submit questions for IQC approval using TRC online submission form
2 nd Week	“	“
3 rd Week	“	“
4 th Week	“	5:00 pm -- Last day to submit questions
5 th Week	5:00 pm Last day to notify department	IQC review
6 th Week		IQC review
7 th Week		Approval Notification Faculty completes Form C
8 th Week		5:00 pm Monday – Last day to submit Form C to department, IF requesting for duplicating order
9 th Week		Administer Form C
10 th Week		
Finals Week		