INSTRUCTIONS TO FACULTY
SOTE: FORM C

FORM C Teaching Improvement Supplemental questions are designed to help faculty improve their teaching. Up to five (5) questions can be included for student response. These are to be open-ended questions.

Questions can be drawn from an existing bank of questions maintained by the Teaching Resource Center. Faculty can also use original questions and are invited to submit their original questions for inclusion in the question bank.

Questions and responses will not be included in Faculty RPT file. If the faculty member desires, the faculty member may choose to include the questions and some or all of the student response material in his/her FAR attachment.

1. Notifying the Department
    Make sure that you have completed the SOTE FORM C Notification Reply Form. Submit it to the Department Office on or before 5:00 pm of the 5th Week of the quarter.

2. Creating a SOTE Form C
    a. Use the Form C template below. The form is in MS-Word format.
    b. Input the necessary class information (name of instructor, class number and title, call number, year and quarter).
    c. Type in five (5) teaching improvement questions. Faculty may choose to use 5 questions from the TRC question bank (available online at TRC website) or use original questions or a combination of both.
    d. Save and print a copy of the completed Form C. Submit a copy 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.

3. In-class 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.

4. Post-Administration Procedures

    The Department Office will record and log Form C information (name of faculty, course, quarter, year, how many forms were completed, blank, etc.). The Department Office will return Form C packets to faculty members after grades for the quarter are submitted.

For a complete description of FORM C guidelines and instructions,
go to thttp://trc.csusb.edu (click "SOTE").

SOTE FORM C:
Teaching Improvement Supplemental Questions

Name of Faculty	
Class No. & Title	
Call Number	
Year & Quarter	

INSTRUCTION TO STUDENTS: For each question below, write your answer inside the box.

1. << To Faculty: ENTER YOUR QUESTION HERE . Box is for student replies.>>

2. << ENTER YOUR QUESTION HERE >>

3. << ENTER YOUR QUESTION HERE >>

4. << ENTER YOUR QUESTION HERE >>

5. << ENTER YOUR QUESTION HERE >>