

Suggestions for the Administration of Student Opinion Forms

Dear Teaching Faculty,

The Faculty Affairs Committee and the Student Association make the following suggestions regarding the administration of the Student Opinion of Faculty Instruction (SOFI) instrument. Included are ideas regarding the time you might consider giving the SOFI, and information you may wish to pass on to your students.

- I. **Please allow students to complete the SOFI's in class. The College Senate recently approved a resolution which stated that providing students an opportunity to complete the SOFI's on-line, and in class, is a "Best Practice." The Senate strongly encourages all faculty to do so.**

Giving students the opportunity to complete the SOFI's in class may increase response rates, and may improve the quality of responses.

If you do administer the SOFI's in class, consider giving them during the beginning 15 minutes of class. Students may be less inclined to rush through their responses if they know they cannot leave the class as soon as they have finished.

If you decide to administer the SOFI's in class, carefully consider students' technology needs. Paper SOFI's will not be available, and students must complete the form on line

- II. **Also, SOFI's will "open" automatically the last two weeks of the semester (i.e. weeks 13 and 14 of the semester).**

However, instructors can selectively open the SOFI's for a particular class during the 12th week of the semester. This provides instructors the opportunity to give students information before students have had a chance to respond outside of class.

- III. **Information to pass on to students: (you might consider reading these aloud)**

Three main uses of the SOFI here at Geneseo:

1. Results, and most comments, from the SOFI's serve as part of a larger body of evidence used in making decisions regarding renewal, tenure, and promotion.
2. Results, especially comments, provide feedback to the instructor for course and instructor development.
3. Numerical results are made available to students for use in making course and instructor decisions.

To remind / encourage students:

- Consider the questions carefully before answering. Thoughtful written comments are especially valuable.
- Once students submit SOFI's, it is not possible to change their responses.
- Note that there is space provided for general comments not tied to any particular question. (If you have any issue you would like them to address concerning your course, encourage them to respond in this space).

Sincerely,

The Faculty Affairs Committee