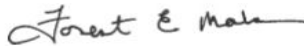


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	CONTINUING EDUCATION COURSE EVALUATIONS	Policy Number: 4-4-109.1
Institutional Authority:	Chief Academic Officer	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	4-4-109	

Approved:



President



Chief Academic Officer

Date

Adopted: 07/01/2004

Date

Revised: 09/25/2023

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

The purpose of the Continuing Education Department's non-credit program evaluation is to receive student feedback on the quality of delivery and content. The feedback will be used to improve programs and the quality of instruction. The following procedure provides direction in administering and compiling the data:

Course and Instructor Evaluation

1. Surveys are prepared and distributed by instructors at the end of each course.
2. Completed evaluations are compiled, and comments documented.
3. The Office Manager generates student and instructor reports monthly and presents the reports to the team by the second operations meeting of each month.
4. The team reviews student and instructor reports, analyzes trends, and recommends improvements.
5. Corrective actions are prepared as needed by appropriate personnel.
6. Completed evaluations are filed in accordance with SBTCE auditing guidelines.