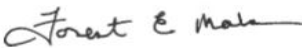



**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title: STUDENT ASSESSMENT OF INSTRUCTION	Policy Number: 4-4-107.1
Institutional Authority: Chief Academic Officer	
Associated SBTCE Policy/Procedure:	
Governing ATC Policy: 4-4-107	

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.**

I. Purpose

The purpose of the Student Assessment of Instruction (SAI) will be to provide and credit and non-credit faculty members information regarding students' assessment of identified teaching components. The assessment instrument will include those categories that relate to effective teaching practices for enhancement or improvement.

II. Assessing Credit Courses

The following procedures provide direction in administering, analyzing, and using survey data to continuously improve instruction:

- A. All student assessments will be administered on a schedule issued by the Chief Academic Officer.

- B. Items included in the student assessment will be selected based on teaching and learning practices to promote student achievement of outcomes. The assessment form, specific items, and the procedures for using the form will be continuously reviewed by the Chief Academic Officer, Deans, Institutional Research, and the Curriculum and Instruction Committee. Programs, courses, core General Education outcomes, and related questions are assessed annually.
- C. Results of the surveys and student comments will be returned to the Chief Academic Officer, the appropriate academic Dean, and Human Resources at least two weeks prior to the end of each semester, who will review results and distribute them to the appropriate Supervisor/Chair.
- D. The appropriate Supervisor/Chair will review cumulative assessment results with each instructor and, if necessary, develop a Faculty Improvement Plan (FIP) with specific recommendations for improvement. The Supervisor/Chair will be responsible for submitting the FIP action plan to the appropriate academic Dean.

### III. Assessing Non-Credit Courses

- A. Non-credit courses are assessed at the end of the section. Results are reviewed by the Dean.