Indoor Climate Research & Training
Certification Course Evaluation Information Usage Policy

Purpose

The purposes for student evaluation of courses, trainers, and facilities are:

To furnish information for the trainer to use in assessing his/her course content, presentation, and choice of facility.

To provide the individual student with an opportunity to offer constructive criticism to his/her trainer.

To provide the Indoor Climate Research & Training with data that may be used in support of trainers, redesign of curricula, and improvement to student facilities.

To provide the students with a voice in developing and maintaining effective trainers, learning environments, and curriculum.

To provide data that may assist in making curricular decisions.

Guidelines

The paper instrument for student evaluation of courses, trainers, and facilities shall meet the following guidelines:

At least some of the questions shall allow for narrative responses.

Students are allowed to remain anonymous when filling out the evaluation forms.

A 5-point sliding scale format ranging from Excellent to Poor shall allow students to make more accurate assessments of each course, instructor, and facility.

Administration

Student course/instructor/facility evaluations shall be administered at the end of each course presented and will be used for improvements in the overall student experience: curricula development and delivery; trainer skills; and in the physical aspects of online registration and attendance in the provided learning environment.

None of the data provided will be shared outside the scope for which these evaluations were intended.
Access to evaluations will be limited to the trainer of the course being evaluated, the ICRT Coordinator, and the staff member in charge of analysis and process improvement. All of these individuals are aware of the provisions of this policy and matters of confidentiality.

Any promise of confidentiality may be superseded by a legal duty to take action when a survey response reveals a potentially dangerous situation or illegal activity or is the subject of a legal process. Surveyors should contact University Legal Counsel in such situations.