

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title STUDENT ASSESSMENT OF INSTRUCTION	Number D-34.1
Division of Responsibility Academic Affairs	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. D-34.1 Date 5/24/10

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. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. Each student in each course section will complete a questionnaire/survey concerning evaluation of the course content, the instructor, and textbook each semester.
- II. The Office of Institutional Effectiveness and Research will administer the surveys and compile data from the questionnaires, prepare individual reports, summary reports, and will submit the reports to the office of Academic Affairs.
- III. The Office of Academic Affairs will analyze the data reports and distribute the reports to the appropriate Academic Department Heads.