

**Joint Committee for the Administration of the 16<sup>th</sup> Collective Agreement**  
**Memorandum of Agreement**  
**November 29, 2022**  
**Alterations to Student Surveys**

Without prejudice or precedent, the Parties agree to the following modification which will remain in effect until December 31, 2022.

1. Student Surveys

Pertaining to Articles 15.55, 15.60 (b), 17.02 A (n)

For the Fall 2022 semester, Employees shall have the option to create their own student surveys form or use surveys crafted by their units (where applicable).

15.55 Employees ~~may shall~~ conduct a student survey of each course they instruct for the purpose of providing a basis for discussion of their classroom teaching with the Head/Director. Employees ~~may shall~~ use either a digital or scannable version of the student surveys form. When using a paper version of the form, each Employee shall designate a student to distribute the student surveys in class and to be responsible for delivering immediately the completed student surveys to the Head/Director of the Academic Unit as appropriate. For courses taught on a per course basis, student surveys for designated Interdisciplinary courses shall be delivered to the Interdisciplinary Program Coordinator. For courses taught as part of a full-time Employee's regular teaching load, student surveys for designated Interdisciplinary courses shall be delivered to the Head, who shall forward them to the Interdisciplinary Program Coordinator, only for the purpose of monitoring the program. When using an electronic version of the survey, the Employee shall direct students to the appropriate web site. The Employee shall leave the classroom while the students complete the survey. In the case of courses offered by the Head/Director, surveys shall be delivered directly to the Dean.

The Head shall arrange for all quantitative data to be delivered to the appropriate Dean who shall arrange for the data to be processed. The Dean's office shall be responsible for producing a Summary Data Sheet including the averages and frequency of responses for each item of each course ~~and an Academic Unit Summary Data Sheet~~. The Dean shall ensure that all information contained on the Summary Data Sheet remains confidential. The Dean's office shall forward all summary data sheets, other than those of courses offered by the Head/Director to the Head/Director who shall review the student surveys and return a copy of the Summary Data Sheet and the Academic Unit's Summary Data Sheet to the Employee within three (3) weeks following submission of grades for the course. Academic Unit summary data sheets shall not be provided to Employees when they are based on fewer than six (6) courses. The student surveys ~~may shall~~ be discussed with the Professor or Instructor as part of the career development meeting as stated in Article 15.60. The purpose

of the surveys is to provide one indicator of how Employees' classroom teaching is being received by students. The surveys belong to the Employee.

The Professor or Instructor and the Dean shall retain the Summary Data Sheets for use in any procedures outlined in Article 12.

*Paul Abela*

Paul Abela (Nov 30, 2022 09:47 AST)

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P. Abela  
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*Christopher Callbeck*

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C. Callbeck  
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*Paula Rockwell*

Paula Rockwell (Nov 30, 2022 08:26 AST)

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*D. Keefe*

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