

S. P. O. T.  
Guidelines  
For Current Term

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SPOT Coordinator

# GENERIC TIMELINE

- # 2<sup>nd</sup> week in September (Fall) and February (Spring) = SPOT Guidelines forwarded to Departmental Secretary
- # 3<sup>rd</sup> week in September (Fall) and February (Spring) = email Verification Spreadsheets to Departmental Secretary
- # End of September (Fall) and February (Spring) = Completed Verification Spreadsheets due to IR
- # October (Fall) and March (Spring) = IR will Prepare SPOT Packets. NOTE: Departmental Secretary MUST request packets for classes that end before end of October (Fall) or March (Spring). Early packets will be delivered immediately.
- # 1<sup>st</sup> week of November (Fall) and April (Spring) = SPOT packets delivered to departments
- # Last two and half weeks prior to last day of class for Fall and Last two weeks prior to last day of class for Spring = SPOT Evaluation Period. Extra days are added in the Fall to accommodate the Thanksgiving Holidays
- # One week after the last day of class = ALL completed packets for the current term should be delivered to IR.
- # January (Fall) and June (Spring) = Original Packets/Reports for the current term delivered to Deans

## EXAMPLE VERIFICATION SPREADSHEET

ID	eval	early	co	dept	subj	crse	sec	type	frm	enr	TCU ID	instructor	descr
7107	Y		AS	DEMT	DEMT	30273	081	LEC	EV	14	111111111	Ballantyne,Julienne	Fashion Illustration
7109	Y		AS	DEMT	DEMT	20413	002	LEC	EV	16	111111111	Ballantyne,Julienne	Interior Design Concepts
7110	N		AS	DEMT	DEMT	30463	015	PER	EV	11	111111111	Ballantyne,Julienne	Advanced Presentation Skills
7111	N		AS	DEMT	DEMT	30463	055	PER	EV	15	111111111	Ballantyne,Julienne	Advanced Presentation Skills
	↑				↑	↑	↑			↑		↑	
	Change, if applicable				Verify course	Verify course number	Verify section			Verify enrollment	Verify TCU ID	Verify Instructor Name	Verify course description

Column 2 (eval) = make sure there is a “Y” if the course is to be evaluated and “N” if the course is not evaluated.

Column 6 (Subj) = make sure the subject is correct

Column 7 (crse) = make sure the course number is correct

Column 8 (sec) = make sure the section number is correct.

Column 11 (enr) = change ONLY if the enrollment has increased.

Column 12 (TCU ID) = add or change, as needed

Column 13 (instructor) = add or change, as needed

Column 14 (descr) = change only if the course description has changed.

Add additional courses not listed at the bottom of the spreadsheet.

## EARLY PACKET REQUEST:

Instructional Faculty with courses that end before the end of October (Fall) or March (Spring) will need their packet(s) earlier than the delivered date outlined on the timeline.

If early packets are needed, send an email to [j.livingston@tcu.edu](mailto:j.livingston@tcu.edu) and include the following:

College, Department, Number of Students, Course, Course Number, Section Number, Course Description, Instructor Name and TCU ID#.

Example:                   AS ENGL 16  
                                  ENGL 20433 517  
                                  Major British Writers  
                                  Steele, Karen  
                                  123456789

A packet will be prepared and delivered to the departmental office

## ADDITIONAL PACKET REQUEST:

If an instructor did not receive a packet and wants to evaluate a class, please send an email to [j.livingston@tcu.edu](mailto:j.livingston@tcu.edu) and include the following:

College, Department, Number of Students, Course, Course Number, Section Number, Course Description, Instructor Name and TCU ID#.

Example:                   AS ENGL 16  
                                  ENGL 20433 517  
                                  Major British Writers  
                                  Steele, Karen  
                                  123456789

A packet will be prepared and delivered to Departmental Office.

## Instructions to Faculty:

Thoughtful student assessment can help improve teaching effectiveness. This questionnaire is designed for that purpose and your assistance is appreciated. Please make sure that:

1. This questionnaire is administered *prior* to final examinations.
2. The class selects an individual to administer the valuation. (In the event a class elects not to appoint a student designate, then the instructor should appoint one.
3. You are *not* in the room at the time of evaluation.
4. You allow 10 to 15 minutes for the administration of this questionnaire. (It is recommended the questionnaire be administered at the *beginning* of the class.)
5. The Instructor should read the following aloud to the class:

“Your assistance in this assessment is appreciated. This assessment is required by the University and must be administered prior to final examinations.

The results of the assessment will not be made available to me until after the semester had ended and grades have been filed.

Based upon your thoughtful perception of this class, please rate the instructional experience using the questions listed. Note carefully the appropriate rating scale. Please use the back of the form for any additional comments or clarification. This evaluation must be distributed and collected by a student selected by the class. The faculty member will not be present while the assessment is being conducted. Thank you.”

(These instructions are also listed on the SPOT envelope (packet))

## Instructions For The Student Designate:

Your assistance in this assessment process is appreciated. Please follow the steps below in administering this assessment. Thank you.

1. Distribute the forms (ONLY #2 PENCILS are acceptable; anything else will not scan)
2. Collect all forms when the class has finished completing the assessment.
3. Return all forms, whether completed or not, to the envelope and SEAL the envelope.
4. After sealing the envelope, SIGN YOUR NAME, across the envelope seal to ensure validity.
5. Please RETURN the sealed envelope, immediately after the assessment, to the appropriate department or college office OR to the Office of Institutional Research, Library Basement, Suite B17, office access located at northeast corner of the Library by the Library Parking Lot. Drop Box available.

(These instructions are also listed on the SPOT envelope (packet))

Please remember –Packets should be delivered to Institutional Research no later than one week after the last day of class.

Instructors should stress to the Student Designee that the packet should be delivered to Office of Institutional Research or the appropriate department or college office immediately.

## ORIGINAL PACKET AND REPORT DISTRIBUTION:

1. Original packets and reports will be distributed to the Dean for review. A letter for the Dean will be attached to one of the delivery boxes. The Dean letter will be printed on yellow paper.
2. After the Dean reviews the individual SPOT packet(s), packets can be distributed to the Department Chair/Director. A letter for the Department chair/Director will be attached to the first department packet. The Department Chair/Director letter will be printed on blue paper.
3. After the Department Chair/Director reviews the individual SPOT packet (s), distribute the packets to faculty. Original packet and report letter for faculty will be placed inside the delivery envelope for each instructor.

**If you have any questions regarding Student Perception of Teaching (SPOT) process – please feel free to contact me:**

**Janna Livingston – Ext. 7793**  
**[j.livingston@tcu.edu](mailto:j.livingston@tcu.edu) – email**

**Thanks for your support!!!!!!**

**Janna Livingston**