

ADMINISTRATIVE PROCEDURES

Title: EVALUATION OF ORIENTATION AND ADVISEMENT PROGRAMS FOR ONLINE STUDENTS	Identification: 4.05
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	Effective Date: 7/10/01
Authority: SBE 6A-14.0262 FS 240.319 HCC Rule 6HX-10-3.016	Signature/Approval: Gwendolyn W. Stephenson

PURPOSE

This procedure establishes direction for the evaluation of orientation and advisement programs for online students.

PROCEDURE

The development of on-line courses requires critical evaluation of programs and services. This procedure provides for the development and implementation of appropriate instruments to assess the effectiveness of student advisement and orientation programs.

1. SURVEY INSTRUMENT AND PROCESS

- A. The *Student Appraisal of Online Student Services* survey will be administered to assess the effectiveness of student advisement and orientation programs.
- B. The Office of Academic Technology will select one random sample of students to be surveyed at the midpoint of each major term and a second random sample of students to be surveyed at the end of each major term. The survey will be emailed to the students with a cover letter from the Director of Academic Technology explaining the need for the survey, timelines, and how the results will be used.

2. EVALUATION

- A. Survey results will be analyzed by the Office of Academic Technology and maintained on a data management file. Based on the analysis, the Office will develop recommendations.
- B. Survey results will be shared with faculty, student services personnel, the President's Cabinet, and any other interested parties
- C. The President's Cabinet will consider survey recommendations and determine whether changes need to be made to the orientation and academic advising programs for online students.

History: Formerly 3.514