

**Joint Committee for the Administration of the 15th Collective Agreement
Memorandum of Agreement**

October 5, 2021

Extensions and Amendments for Student Surveys

Note: This MOA corrects a typographical mistake and replaces the MOA signed on October 26, 2021

Without prejudice or precedent, the Parties agree to the following modification which will remain in effect until June 30, 2022.

1. Student Surveys

Articles 12.03(e), 15.55, 15.60 (b), 17.02 A (n)

For the 2021-22 academic year, Employees shall have the option to create their own student survey form. For the Fall term of 2021, student surveys shall be conducted between November 29 and December 7, 2021. For the Winter term of 2022, student surveys shall be conducted between March 28 and April 8, 2022.

15.55 Employees ~~may shall~~ conduct a student survey of each course they instruct. Employees shall use either a digital or scannable version of ~~the~~ their 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 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 Employees with an opportunity to enhance their teaching development. 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. **2021-22 student surveys do not have to be included in any processes or procedures outlined in Article 12. Omission of 2021-22 student surveys shall not be held against individuals in Article 12 processes.**

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