

Course Opinion Survey (COS)
Administrative Guidelines for the Paper version

Faculty who opt to administer the paper-version of the COS should consult in advance with the department chair.

Procedure:

1. Obtain a copy of the COS from your department chair, or on-line at <http://www.plattsburgh.edu/offices/academic/provost/forms.php>; make copies.
2. Set aside class time for survey completion. Students should not be rushed and may refuse to participate. Students' anonymity must be protected.
3. The course instructor may not be present during administration of the COS. Appoint a student or colleague to administer the surveys, i.e., distribute and collect surveys.
4. Completed surveys should be collected, counted, and enclosed in an envelope with the number of completed surveys marked on the front of the envelope. The envelope should be sealed and hand delivered directly to the department secretary as soon as possible. Envelopes should not be sent through the mail or left on an unattended desk in the department office.
5. The secretary will verify the number of completed forms and maintain a log of such for the department chair's information.
6. After the due date for final grades, completed surveys will be returned to the faculty for tabulation of the results; or, in consultation with respective faculty, departments may elect to assign appropriate staff to tally survey results.
7. Faculty who tabulate their own results should use a *COS Report Form* that includes built-in calculation equations available from the department chair or on-line at: <http://www.plattsburgh.edu/offices/academic/provost/forms.php>). Comments may be entered on the form at the discretion of the faculty member.
8. If the COS is used for faculty evaluation, only the summary *COS Report Form* needs to be submitted. The instructor must make the original forms available to reviewers upon request. Submission of comments is at the discretion of the faculty.