Policies

Eligibility for TCEs
All active academic credit courses, except independent studies, master’s thesis and dissertation credits, are eligible for TCEs with positive student enrollment. Student course evaluations are based on the shared experience students have in a course. There is no minimum enrollment for ordering TCEs, but no TCEs will be administered for courses with zero enrollment.

With department and/or college approval, student evaluations may be conducted independently by departments. This option requires departments to create their own survey instrument; store, analyze, maintain the collected data; and report evaluation results. Data collected outside the TCE Online Tool Suite cannot be integrated into the TCE or Analytics systems.

TCE Evaluation Period
The TCE evaluation period for regular semester classes begins 28 days before the end of the semester; for other sessions, the TCE evaluation period is adjusted accordingly. It ends on the final day of classes, before the final exam. During the TCE evaluation period, instructors and department staff can view response rates and preview the TCE evaluation survey.

Reopening TCE evaluations
The TCE system automatically begins processing results as soon as the TCE evaluation period ends, therefore we cannot reopen TCE evaluations once the evaluation period ends.

Requirement for TCE Report Results
A minimum of 3 student responses are required for a TCE report to be released.

TCE Reports and TCE Comment Reports are released following grade posting. Grades posted must be posted by Friday for release by Analytics and the TCE Online Tool Suite for Monday morning. TCE Comparison Reports are released approximately 3 weeks following the end of the full term, for all sessions.

For reports to be generated, grades must be posted within 45 days following the last day of classes.

Report Release
Reports cannot be accessed prior to release in the Analytics system.

Editing or modifying open-ended comments
We cannot edit, or remove, student responses from a TCE report. Further, we cannot combine courses once reports have been released.

The student responses to open-ended questions are not edited or altered in any way.

List of TCE participants
Once the TCE evaluation period has closed, instructors can get a list of students who have participated in the TCE survey, if it meets the minimum of 10 student responses. It is available until the TCE reports are released through Analytics.
Access to TCE Reports
Instructors have access to their own TCE reports. Department TCE contacts and department heads have access to TCEs for courses and faculty within their department.

College level access can be granted to deans and their administrative staff.

Analytics Database
Analytics contains all historical and current TCE reports for active faculty members and instructors that are current employees. Students teaching for credit must have DCC paperwork completed for reports to be released in Analytics, or they can retrieve their reports from the TCE Online Tool Suite.

Access to reports in Analytics must be provisioned using the UAccess Provisioning tool, and the 4 digit-department code(s) needed must be identified for processing. It is generally limited to department heads/directors and their administrative staff. Access for other roles is at the discretion of the department head/director, or college-level staff. It is up to departments to ensure the proper employees have access.

Student Access to TCEs
All students officially enrolled in the course prior to the TCE evaluation period in the UAccess Student, degree seeking or non-degree seeking, can complete a TCE for the course. We cannot add students auditing the course to the class roster.

Withdrawn Students
Students who withdraw before the TCE evaluation period begins do not have access to complete a TCE, however, students who withdraw after the TCE evaluation period begins are eligible to complete a TCE for the course.

Ordering TCEs
TCEs must be ordered prior to the evaluation period for all active courses in the schedule of classes. Before placing orders, course information should be verified by the department. Any changes in course information must be made in the UAccess Student system.

Ordering is completed by the department TCE contact (chosen by the department) through the TCE Online Tool Suite. Access is given as requested by the department head, or other authorized department staff.

Weekly email notifications are sent to listed TCE contacts for each department 60 days prior to the beginning of the TCE evaluation period.

Once the evaluation period begins, the OIA staff must be contacted as soon as possible for any changes required. The changes may not be available at that time.

Changes to TCEs orders
All changes to TCE orders (closing/ending TCEs, change in template) must be approved by the department. Instructors must contact their department TCE contact for any changes to the TCE evaluation.