Adoption of the below “best practices” for administering the Student Survey of Instruction (SSOI):

(a) Faculty members who have students in face-to-face classes will set aside time in class for students to complete the SSOI on their digital devices.
(b) Faculty members will leave their class during the times students are completing the SSOI.
(c) Faculty members teaching online courses are encouraged to remind online students to complete their surveys when they log into Blackboard.
(d) Faculty members are encouraged to remind their students of the value and importance of completing the SSOI, stressing the anonymity of student responses, the importance of the survey, how the university uses the results, and how the faculty member utilizes the results for improvement.
(e) Faculty members are encouraged to include information on their course syllabus on when the SSOI will be administered and to provide students with instructions on how to complete the SSOI.
(f) Faculty members are encouraged to use the “Announcements” page in Blackboard to remind students of when and how to complete the surveys.
(g) ECU will indicate in the University Academic Calendar the dates each semester that the SSOI surveys are available.
(h) During the times that the SSOI is available to students, ECU will advertise the SSOI via multiple media including social media and LED screens on campus.
(i) Faculty members are encouraged to promote the informal use of the survey question at mid-term to provide the mid-term feedback and to show students that their feedback is being utilized.
(j) ECU is encouraged to increase administrative commitment to appropriate use of SSOI information.
(k) ECU is encouraged to provide workshops for unit administrators on how to evaluate teaching and the proper use of the SSOI.