

FREQUENTLY ASKED QUESTIONS
For Faculty and Lab Instructors
Bowdoin Course Questionnaires (BCQs)
Updated Spring 2021

What are the Bowdoin Course Questionnaires (BCQs)?

BCQs are the end-of-semester course evaluation forms, which are conducted entirely online.

Who will use online BCQs this semester?

All faculty and lab instructors teaching courses or labs are required to use online BCQs.

What do I have to do?

Nothing, but we strongly urge you to plan for a designated time during a synchronous class session and focus on filling out the BCQs for your course/lab. We also urge you to speak to students about the importance of their feedback for course improvement and as part of the process for making decisions on reappointment, promotion, tenure, and merit pay increases for all instructors.

When will the BCQs be available?

The student fill-out period begins approximately 10 days before the last day of classes and continues through the last day of Reading Period. Specific dates will be announced to faculty each semester by email. Instructors may choose a particular time within the fill-out period to ask their students to fill out their BCQs, but students will have access to their BCQ forms throughout this period, until they click Submit on the online form.

How will students learn about the BCQs?

Students will receive an email from Dean Scanlon directing them to the BCQs tab in Blackboard and explaining the importance of their feedback through these online forms.

Where are the BCQs?

Students will find the BCQs for each of their courses after they log into Blackboard and click the BCQs tab. There, in a box called "Bowdoin Course Questionnaires," students will see a link to the BCQ for each of their courses. Even if you do not use Blackboard in your course, students will use Blackboard to access their BCQs.

Can I change the questions or add my own?

No, not at this time. The Governance and Faculty Affairs Committee may consider allowing faculty to add custom questions in the future.

Can I set my own start and stop time?

No. There is a fixed fill-out period for all courses. However, you may (and are encouraged to) direct your students to begin filling out the forms at a particular time of your choosing within that period.

I want my students to fill out their BCQs on a particular day during class. How do I do that?

Tell the students in advance so they are ready to access Blackboard (<https://blackboard.bowdoin.edu/>) at the time that you designate. At that time, instruct students to log into Blackboard, find the BCQs tab, and click on the link for your course. Give the students some time to work on the forms. Remind them to click "Submit" when they are finished. When teaching in-person, the instructor should leave the room while students fill out their BCQs. When teaching online in a Zoom session, faculty should designate a student volunteer as a co-host so that the faculty member can leave the session before the students fill-out the BCQs.

I don't want to use class time for students to fill out their BCQs. What do I do?

You do not have to use class time. You may instruct your students to complete the forms outside of class and before midnight on the last day of Reading Period. However, this method might lead to lower response rates.

What is the Dean's office doing to encourage students to complete their BCQs?

We communicate with students in multiple ways, including emails and messages on social media.

What can I do to encourage my students to complete their BCQs?

Talk to them about the value of their thoughtful responses. We also strongly recommend that you make time in class for them to complete the forms. We have found that this increases the response rates for BCQs.

Can I see how many of my students have completed their BCQs?

Yes. On your own Blackboard page, go to the BCQs tab near the top of the screen. There, you will see a box labeled "Bowdoin Course Questionnaires: Faculty." During the fill-out period, you will find links with up-to-date response rate data for each of your courses.

Are BCQs secure and anonymous?

Yes. The students' responses will remain confidential. See below for the Bowdoin Course Questionnaires Statement on Confidentiality.

What if a student evaluates the same course twice?

This is not possible. Once a student clicks the Submit button, they do not have the opportunity to complete that course questionnaire again.

When and where will I see the results of my questionnaires?

Soon after the deadline for grade submission, you will receive an email alerting you that your reports for that semester are available through Blackboard. Even if you do not use Blackboard for any other purpose, you still have a Blackboard page; your login is your regular Bowdoin login and password. Once you log into Blackboard, click on the BCQs tab near the top of the screen and go to the **Bowdoin Course Questionnaires: Reports for Faculty** box, where you will find links to your BCQ reports. Reports for previous semesters will remain here as well.

Who else will see my results?

Your department chair/program director and the dean and associate deans in Academic Affairs.

I am a department chair/program director. How will I get my department/program reports?

You will view them through Blackboard, just as you will view your own course questionnaires. Once you log into Blackboard, click on the BCQs tab near the top of the screen and go to the **Bowdoin Course Questionnaires: Reports for Faculty** box. Click on the link for **Department Reports (Courses)** or **Department Reports (Labs)**.

What about the new policy allowing department chairs/program directors to see individual reports for their faculty members' courses?

Starting in Fall 2020, as approved by the faculty on October 28, 2019 (motion 19-9-7), chairs and directors will also have access to detailed reports (the Question and Course Report format) on individual faculty whose courses were taught in or cross-listed in their department/program, to support their responsibility for faculty mentoring. Chairs and directors will have online access to these reports for the duration of their term as chair/director. Please be mindful of confidentiality.

How long will my individual reports be available to me?

As long as you are employed at Bowdoin.

Can I print or download my results?

Yes, each faculty member may print and download their instructor reports from Blackboard as PDF documents.

How can I get technical help?

Please contact Jeanne Bamforth, Assistant to the Dean for Academic Affairs (jbamfort@bowdoin.edu).

Bowdoin Course Questionnaires Confidentiality Statement

Bowdoin College values student feedback on all of our courses and instructors and understands that confidentiality is one of your primary concerns when you complete the Bowdoin Course Questionnaires (BCQs). Your identity and responses are completely secure. The BCQs use current technology security measures to ensure the security of the data, the anonymity of the participants, and the confidentiality of the responses.

The BCQs record each instance of a completed questionnaire, so that a student can only complete a questionnaire for a particular course once. At the time the responses are marked as complete in the system, the information that identifies the student submitting those responses is disassociated from the data. This allows the system to recognize that students have completed the questionnaire process without linking their identities with their responses and to email reminders if they have not yet completed their BCQs.

Response rates (the number, not the identity, of completed questionnaires for a course) are available to instructors during the fill-out period. Responses to the BCQs and summary reports are only made available to faculty after final grades are submitted. Reports contain no data identifying an individual's responses.