

FREQUENTLY ASKED QUESTIONS

For Faculty and Lab Instructors Bowdoin Course Questionnaires (BCQs)

Updated Spring 2025

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 with at least three students enrolled are required to use online BCQs.

What is my role in administering BCQs?

The BCQs are made available to students automatically, but we strongly urge you to plan for a designated time during a class session when students can 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 evaluation of faculty and lab instructors. For more on encouraging students to fill out BCQs, please refer to the Canvas site “Resources for Faculty and Instructors” and the module, “[Bowdoin Course Questionnaire \(BCQ\) Resources](#)/ Setting up Students for BCQs: Slides, Script, and Video Recording.”

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 through Canvas and explaining the importance of their feedback through these online forms. They will also see a banner on Canvas and a post on Campus Groups.

Where are the BCQs?

Students will find the BCQs for each of their courses in the BCQs link in Canvas.

What if my students say they can't see the BCQs link in Canvas?

Check your settings in Canvas:

- Click on the Settings link at the bottom of the left-hand menu.
- Look for the Navigation tab that runs along the top of the Settings page and click on it.
- You will see two lists of menu items. Items in the top list are enabled and visible to students; items in the bottom list are disabled and hidden from your students.

- Drag the BCQs options (BCQ Reports, BCQ Responses Rates, and BCQs for students) from the bottom list to the top list.
- Then click the Save button at the bottom of the page.
- **Note:** Your students will not see the BCQs Reports or Response Rates links on the left-hand menu.

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 Canvas at the time that you designate. Students will find a “BCQs for Students” link in Canvas in the left-hand menu for each course. Students will see a link to the BCQ for each of their current courses. Give the students some time to work on the forms. Remind them to click “Submit” when they are finished. We recommend you leave the room during the assigned time.

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 9:00 a.m. on the Monday following 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 and Canvas. Students also receive messages from BSG members and dean of student affairs Jim Hoppe.

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

Talk to them about the value of their thoughtful responses. Let them know that their responses to BCQs are of particular value to individual faculty members as they look to make improvements to the learning opportunities they offer in their courses. 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. For more on encouraging students to fill out BCQs, please refer to the Canvas site “Resources for Faculty and Instructors” and the module, [“Bowdoin Course Questionnaire \(BCQ\) Resources/ Setting up Students for BCQs: Slides, Script, and Video Recording.”](#)

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

Yes. On the Canvas page in any of your current courses, go to the BCQs Response Rates link in the left-hand menu. During the fill-out period, you will find a link with up-to-date response rate data for that course.

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.

If a student misses the deadline, will they be able to submit late?

No, the BCQ system will not be reopened after the deadline.

What if a student is partway through a BCQ at the deadline?

That BCQ will not be counted. The student must click the Submit button for the BCQ to be included.

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 in Canvas. Click on the BCQs Reports link in the left-hand menu in any of your courses in Canvas. Reports for previous semesters will remain here as well.

What if I don't see the BCQs Report Link?

Go into a Spring 2025 course in Canvas. To update the organization and visibility of the left-hand menu in your course, click **Settings** at the bottom of the left-hand menu and then the **Navigation** tab that runs along the top of the settings page. You will see two lists of menu items. Items in the top list are enabled and visible to students; items in the bottom list are disabled and hidden from your students. **Locate the BCQs Reports link from the bottom list and drag it to the top list.** Click **Save** after reordering the menu items.

Who else will see my results?

Your department chair/program director and the dean and associate deans in Academic Affairs. For courses with associated labs, the faculty instructing the course also receive access to lab instructor reports. During the course of a review for tenure or promotion, the candidate's review committee and the Committee on Appointment, Promotion, and Tenure will see your BCQs.

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

You will view them in Canvas, just as you will view your own course questionnaires. In Canvas, click on the BCQs Reports link in the left-hand menu in any of your courses. Click on the link for **Department Reports (Courses)** or **Department Reports (Labs)**.

Which reports do department chairs/program directors see regarding their faculty members' and lab instructors' 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 (view-only) access to these reports for the duration of their term as chair/director. For your first year meeting with your chair/director and other colleagues, you may be asked to provide copies of your BCQs. These limitations on access are established for the sake 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 Canvas as PDF documents.

How can I get technical help?

Please contact Jeanne Bamforth, Assistant 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.