

DATE: April 26, 2021
TO: Faculty and Lab Instructors
FROM: Jen Scanlon, Senior Vice President and Dean for Academic Affairs, and
Steve Perkinson, Associate Dean for Academic Affairs
RE: **Spring 2021 Bowdoin Course Questionnaires**

All courses and labs taught this semester will use the online Bowdoin Course Questionnaires or BCQs to collect student feedback on courses and instructors. Students will access the BCQs for all their courses through Blackboard. *BCQs will be available to students from 7:30 am on Monday, May 10 through 5:00 pm Thursday, May 20, the last day of Reading Period.*

We have found that the single most effective method for ensuring strong response rates is to designate in-class (synchronous) time for students to fill out their BCQs, so we urge you to plan for this. We recommend that 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. You will also have live response rate data (the number of students who have submitted a BCQ for your course) during the student fill-out period (*May 10 thru May 20*).

Procedure for Administering Bowdoin Course Questionnaires, Spring 2021

On May 10th, all students will receive an automated email from the dean (with sender name “Dean Scanlon”) explaining the importance of their feedback through the Bowdoin Course Questionnaires and informing them how to access their BCQs through Blackboard *at the time designated by their instructor*. A copy of this email to students may be seen below, for your reference.

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 current courses. Even if you do not use Blackboard in your course, students will use Blackboard to access their BCQs.

Although students may access their BCQs through Blackboard at any time during the fill-out period of May 10-May 20, faculty and lab instructors are urged to communicate with their students in advance and schedule at least 15 minutes of synchronous class time for them to log in and work on their BCQs.

Students will navigate the web form by clicking “NEXT” or “PREVIOUS” at the bottom of each page.

Students do not have to complete the BCQ in one session. However, they must click “SAVE” in order to resume their work later. To return to an incomplete BCQ, the student should go to Blackboard and click on the link to the form; the earlier responses will be there, if saved.

To complete a BCQ, the student must click “SUBMIT” on the last page of the form.

All BCQs must be completed (submitted) by 5:00 pm on Thursday, May 20, the last day of Reading Period. Students will no longer have access to the forms after that time.

During Reading Period, automated reminders will go to each student who has not yet completed one or more of their BCQs. The reminder email will specify the course(s) for which there is an outstanding BCQ.

In addition to these automated reminders, you may remind your students in any way you choose. To help you determine whether your students need another reminder about their BCQs, you will have access to the BCQ response rates for each of your courses during the fill-out period (May 10-May 20). This response rate information can be found in the BCQs tab in Blackboard within the box, “Bowdoin Course Questionnaires: Faculty.”

Results and Reports. Instructors will have access to their individual BCQ results and reports after the deadline for grade submission which is June 2, 2021. An email will notify you when these are available. This semester’s reports will be added to your BCQs tab in Blackboard as soon as they are available and will remain in Blackboard while you are employed at Bowdoin. Department chairs and program directors will receive (also through Blackboard) departmental reports for courses offered in or cross-listed in their department/program, as well as the Question and Course Report on individual faculty whose courses were taught in or cross-listed in their department/program, to support their responsibility for faculty mentoring.

Support for Faculty

- Frequently Asked Questions on the web at [BCQs Info Page](#)
- Jeanne Bamforth, Assistant to the Dean for Academic Affairs (jbamfort@bowdoin.edu)
- Steve Perkinson, Associate Dean for Academic Affairs (sperkins@bowdoin.edu)

Text of Email Students Will Receive on May 10, 2021

Sender’s name: Dean Scanlon

Subject line: Spring 2021 Bowdoin Course Questionnaires (BCQs)

Bowdoin places great emphasis on teaching excellence, and student feedback on our courses provides important information for the evaluation of faculty and curricular effectiveness. At the end of every semester, the College solicits your input and asks that you take a few minutes to complete an online Bowdoin Course Questionnaire (BCQ) for each of your current courses.

Your responses to this questionnaire are of particular value to individual faculty members as they look to make improvements to the learning opportunities they offer in their courses. Faculty have been especially mindful of what is required for successful online teaching and learning. We invite you to reflect on your experiences in this context. We also view the questionnaire as an opportunity for you to reflect on your role in advancing your learning.

Your instructors will likely schedule a time in class for you to fill out your questionnaire. Please do so.

You can find the link to your course questionnaires in the BCQs tab on your Blackboard page. If you are unable to complete a questionnaire in one session, make sure to save your work by clicking the “SAVE” button so you can resume and submit your BCQ at another time.

[Click here to go to Blackboard](#)

Your BCQs are completely confidential and will be available to the instructor only after final grades have been submitted to the Registrar.

If you have questions, please contact Jeanne Bamforth (jbamfort@bowdoin.edu)