DATE: November 18, 2019  
TO: Faculty and Lab Instructors  
FROM: Liz McCormack, Dean for Academic Affairs, and Steve Perkinson, Associate Dean for Academic Affairs  
RE: Fall 2019 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, December 2 through Sunday, December 15, 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 time for students to fill out their BCQs, so we urge you to plan for this. 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 (Dec. 2 thru Dec. 15).

Procedure for Administering Bowdoin Course Questionnaires, Fall 2019

On December 2nd, all students will receive an automated email from the dean (with sender name “Dean McCormack”) 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 Dec. 2-Dec. 15, faculty and lab instructors are urged to communicate with their students in advance and schedule at least 15 minutes of class time for them to log in and work on their BCQs. Note: students should be instructed to bring laptops or mobile devices to class that day.

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 midnight on Sunday, December 15, 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 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 (Dec. 2-Dec. 15). 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 January 2, 2019. 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.

Support for Faculty
· Frequently Asked Questions on the web at BCQs Info Page
· Tori Ryan, Manager of Academic Data Analysis and Technology (vryan@bowdoin.edu, x3065)
· Steve Perkinson, Associate Dean for Academic Affairs ( sperkins@bowdoin.edu, x3526)

Text of Email Students Will Receive on December 2, 2019

Sender’s name: Dean McCormack
Subject line: Fall 2019 Bowdoin Course Questionnaires (BCQs)

BCQ Welcome Message:

Bowdoin places great emphasis on teaching excellence and student feedback on our courses provides important information for the evaluation of faculty and curricular effectiveness. 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. We also view the questionnaire as an opportunity for you to reflect on your role in advancing your learning.

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

Please click “NEXT” to begin your Bowdoin Course Questionnaire (BCQ). If you are unable to complete the questionnaire in one session, make sure to save your work by clicking the “SAVE” button so you can return through Blackboard and submit your BCQ at another time.
Please note that your BCQ is not complete until you have clicked the “SUBMIT” button.

If you have questions, please contact Tori Ryan (vryan@bowdoin.edu, x3065).