

Guidelines on Implementation of Graduate School Course Evaluations

Creative Education Office

1. Purpose of Class Evaluation

Class evaluation shall be conducted for all departments, programs and courses. The basic evaluation policy shall involve simple evaluation that effectively raises awareness in students and faculty members and allows highly reliable data to be obtained.

2. Questionnaire Survey Targets

The questionnaire surveys shall cover all course subjects held during that academic year that have ten or more students, that are held in a lecture format, and for which the relevant departments, programs and courses (hereafter “Departments”) are deemed appropriate. For common subjects, however, questionnaires will be given for all classes with 10 or more students. Intensive courses and student-led seminar-style courses are not included.

3. Survey Period

The survey period shall begin after the end of the class registration period for each semester (for quarters 2 and 4, after classes begin), lasting until the end of August for quarters 1/2 and subjects in the 1st semester, and lasting until the end of February for quarters 3/4 and subjects in the 2nd semester.

4. Survey Implementation Method

- (1) The survey shall be conducted on the portal site during the specified period.
- (2) The student evaluation for graduate school classes will be conducted concurrently with the faculty self-assessment and evaluation for graduate school classes, using the same system; members of faculty will provide self-assessment and evaluation for their classes.

5. Survey Aggregation, Feedback to Faculty, Faculty Response, etc.

- (1) The aggregation and sorting of the survey results shall be outsourced to contractors as necessary.
- (2) The aggregated results shall be sorted according to department, year of study, subject category, and subject.
- (3) The free comments from the surveys shall be compiled for each subject.
- (4) The survey results for each subject shall be presented as feedback to the faculty member alongside the free comments.

(5) The faculty member in charge of each subject shall make improvements to the class based on the survey results.

6. Compilation, Reporting, and Use of Class Evaluations

The Creative Education Office shall compile the results of the survey and publish them for each department on the website.

Secondary use of the data collected for class improvements will take place within a range ensuring the anonymity of individual students.