

May 2, 2012

Partially revised April 1, 2016
Partially revised September 5, 2018
Partially revised April 1, 2020

Guidelines for Class Evaluation - Undergraduate

Creative Education Office

1. Purpose of the Assessment of Classes

Assessment of classes shall be implemented for all subjects under the policy of “Assessment shall be simple, and effective for enhancing the awareness of both students and faculty members, in such a way that highly reliable data can be obtained.”

2. Targets of Questionnaire Surveys

These surveys cover all subjects given in the school year, except for graduation research, practical research seminars, Creative Engineering Research 1, Creative Engineering Research 2, Creative Engineering Research 3, or intensive courses.

3. Period of Questionnaire Surveys

The survey period shall begin after the end of the registration period for each semester, and shall last until the end of August for first-semester classes and until the end of February for second-semester classes.

4. How to Conduct Questionnaires

- (1) Questionnaires shall be available on the portal site during the prescribed period.
- (2) Assessment of classes (faculties) by students, and faculty members’ self-monitoring and self-assessment of the classes (faculties) they are in charge of are conducted at the same time using the same system.

5. Compilation of Questionnaires, Feedback to Faculty Members, and Their Responses

- (1) Arrangement of the compilation results of questionnaires shall be contracted out as required.
- (2) Compilation results shall be arranged by department or course, academic year, subject type, and subject.
- (3) Open-ended comments shall be organized by subject.
- (4) The questionnaires results for subjects shall be fed back to the faculty members in charge together with the open-ended comments.
- (5) Faculty members in charge of classes shall improve their classes based on the questionnaire results.

6. Summary, Report, Announcement, and Utilization of Assessment of Classes

(1) Summary and report on the results of questionnaires

The Creative Education Office shall organize questionnaires and report the results on the portal site and on its official website, and if necessary, propose improvement of classes to the Educational Department.

(2) Announcement and utilization method

In order to information society that the University implements class assessment, the accumulated results of class assessment will be announced on the official website. Also, questionnaire results for each subject (except for open-ended comments by students) shall be announced on the portal site.

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