

Student Feedback Forms (SFF)

Temple University is committed to high quality instruction. Student feedback on instruction is an integral part of assuring quality educational programs. Temple uses a university-wide system called Student Feedback Forms (SFFs) to collect student feedback on courses and instruction [Temple Policy 02.78.14].

In fall 2020, the university launched a new SFF platform. The main objective for the development of the new SFF system is to provide useful course and teaching data that recognizes the diversity of the programs within Temple's schools/colleges by allowing for question selection down to the course/instructor level. The new SFF includes eight university-level items common to all students, and the ability to customize the form from a bank of items, at several levels:

- Instructor
- Subject area / department
- School / college
- Special designation (Honors, Online, Writing Intensive and General Education)

Customizing your SFFs

As a faculty member you have the opportunity to assess aspects of your course that will be of value to you. *Before SFFs open*, you can select up to four questions from the Item Bank to add to the SFF for your course(s). Only you will see the data from these items unless you opt to share your SFF report with your chair or others. To add items to your form, review the Item Bank, or learn how to select items (Resources section), log in to the new SFF Admin Panel site: sff.temple.edu/admin.

Encouraging Student Feedback

The website for students to complete their SFFs is sff.temple.edu.

Once the SFFs are open for students to provide feedback, we count on the support of faculty members to encourage students to participate. Here is how you can contribute to this important initiative:

- ✓ **Give** class time (10-15 minutes) whenever possible for students to complete their feedback.
- ✓ **Encourage** your students via email and Canvas to give feedback.
- ✓ **Share** with your students a specific example of how you have used SFF information in previous semesters. Example: "Last semester my evaluations said I should make better use of Canvas for this course, and that is why this semester I have been posting class notes and lecture slides online in the modules."
- ✓ **Assure** students that their feedback is confidential, and that no identifying information is associated with responses in any reports.

Reports

Instructor reports are available as soon as the grading deadline for the course has passed. Instructors access reports via the Reports tab in the SFF Admin Panel: sff.temple.edu/admin.

Please be on the lookout throughout the semester for emails about SFFs for your courses, including workshop opportunities to support you in using the new system to customize your SFFs. See below for the upcoming workshop schedule.

Best wishes for a successful semester! Thank you in advance for your support and participation with SFFs this semester!

Resources

- SFF Admin Panel and Reports (for faculty): sff.temple.edu/admin
- SFF Site for students to complete feedback: sff.temple.edu
- SFF Website: www.temple.edu/ira
 - SFF Administration Calendar: <http://www.temple.edu/ira/>
 - Strategies to Increase Response Rates: <http://www.temple.edu/ira/documents/>
 - Adding Items to Your SFF (instructional video): <https://www.youtube.com/>

Fall 2021 SFF Faculty Workshop Schedule: *Using the Form Creator to Customize Your SFFs*

Registration information with sign up links will be emailed to your TUMail account.

- September 20th, 2:00PM (suitable 7A courses)
- September 23rd, 10:00AM (suitable for 7A courses)
- November 1st, 2:00PM (suitable for Full Term and 7B courses)
- November 3rd, 10:00AM (suitable for Full Term and 7B courses)
- November 5th, 11:00AM (suitable for Full Term and 7B courses)
- November 9th, 1:00PM (suitable for Full Term and 7B courses)

*Please email sff@temple.edu if you are unable to attend any of the scheduled sessions above and would like to schedule a time to review the system.

Have other questions about your course and SFFs? Contact your school/college SFF liaison:

School/College	Primary Liaison	Email Address	Extension
Boyer College	Kristina Lang	kristina.lang@temple.edu	1-8303
Fox School of Business	Amanda Barber	amanda.barber@temple.edu	1-7753
School of Theater, Film and Media Arts	Karen Austin	karen.austin@temple.edu	1-8414
Klein College	Dawn Ramos	dawn.ramos@temple.edu	1-7092
School of Dentistry	Joanna King	joanna.king@temple.edu	2-7665
College of Education and Human Development	Sarah Stapleton	sarah.stapleton@temple.edu	1-8220
College of Engineering	Dee Fuller	tuc30488@temple.edu	1-2356
College of Liberal Arts	Mandy Gibson	gibson@temple.edu	1-8504
School of Law	Kelly Butts	kelly.butts@temple.edu	1-5680
School of Pharmacy	Lawrence Carey Wendy Lebing (QARA)	lawrence.carey@temple.edu wendy.lebing@temple.edu	2-5711 3-8560
College of Public Health, School of Social Work	Chad Witmer	chad.witmer@temple.edu	1-3142
Provost	Jamaal Harrison	jamaal.harrison@temple.edu	
College of Science and Technology	Evelyn Vleck	evelyn.vleck@temple.edu	1-7791
Tyler School of Art and Architecture	Interim: Eric Kennedy	ericmkennedy@temple.edu	
School of Sport, Tourism, and Hospitality Management	Heather Blackburn	hblackburn@temple.edu	1-4503
University College	Marcia Whitaker	marcia.whitaker@temple.edu	3-8223
Temple Japan	Kasia Tomaszynska	kasia.tomaszynska@tuj.temple.edu	
Temple Rome	Mary Conran	mary.conran@temple.edu	
IRA	Leanne Grundel Gina Calzaferri	leanne.grundel@temple.edu gina.calzaferri@temple.edu	1-4798 1-8277

Or email Institutional Research and Assessment at sff@temple.edu.