



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY:	Avocational Course Satisfaction Survey Data Collection
Effective Date:	September 1, 2019
TITLE:	Avocational Course Satisfaction Survey Data Collection
RATIONALE:	To regularly assess, document, and validate student satisfaction with the quality of education offered.

POLICY/PROCEDURE:

Due to the short length of the avocational courses offered at Princeton Rescue Squad, faculty will be expected to utilize the survey assessment tool provided by the governing body or utilize the “Princeton Rescue Squad—Course Satisfaction Survey”

The Faculty are expected to provide copies of surveys to all students enrolled in the avocational course.

The results of the surveys are to be submitted along with the course roster, instructor time sheet, and associated student tests, etc.

The Education Director or Administrative Assistant will perform an inspection of the surveys collected and identify any areas of deficiency. Those areas will be documented along with any areas of exceptional course delivery. The data documented will be given to the Education Director and the assigned faculty who will discuss methods to address the issues. Those that are involving changes to curriculum will be provided to the Advisory Board for determination on corrective action.

RESPONSIBLE PERSONNEL:

Education Director, Administrative Assistant, and Instructional Faculty