



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Vocational Course Satisfaction Survey Data Collection

Effective Date: January 1, 2018

TITLE: Vocational Course Satisfaction Survey Data Collection

RATIONALE: To regularly assess, document, and validate student satisfaction with the quality of education offered.

POLICY/PROCEDURE:

Throughout the duration of the course, to ensure that the quality of the education is maintained or improved upon, Student Satisfaction Surveys will be issued at pre-established intervals which will be determined prior to the start date of the course.

The Education Director or Administrative Assistant will provide copies of surveys, instructions to faculty and students, and a return envelope to the instructional faculty of the vocational course who will designate one student in the class to oversee the completion of the surveys.

The faculty will dismiss themselves for the duration of the survey completion. Students will follow the directions provided, collect completed surveys and hand deliver the envelope back to the Education Director's office.

The Education Director or Administrative Assistant will tally the results of the survey for analysis. Results of the surveys compiled in a database score card will be provided to the Education Director and assigned instructional faculty. The Education Director will review the results with the faculty and make determinations on areas in need of immediate improvement, or those that may require adjustments to the curriculum which require involvement of the Advisory Board. All data collected from the surveys will be retained and become a record for the Advisory Board's review of Instructional Faculty and program satisfaction. Serving as a point of reference for potential improvement, or a method to deliver positive feedback to instructors on their actions.

RESPONSIBLE PERSONNEL:

Education Director, Administrative Assistant, and Instructional Faculty