

國立高雄科技大學教學意見調查實施辦法

National Kaohsiung University of Science and Technology

Regulations Governing Course Evaluation

107 年 10 月 24 日本校 107 學年度第 1 次教務會議通過

Passed by the 1st Academic Affairs Meeting on October 24, 2018.

110 年 6 月 23 日本校 109 學年度第 4 次教務會議通過

Passed by the 4th Academic Affairs Meeting on June 23, 2021.

第一條 為瞭解學生對教師教學之意見，以作為教師調整教學方法並提升教學品質、增進教學效果與師生溝通，特訂定國立高雄科技大學教學意見調查實施辦法(以下簡稱本辦法)。

Article 1

These Regulations Governing Course Evaluation (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to understand students’ opinions on teaching methods and to facilitate teachers in adjusting their teaching methods, enhancing the quality of instruction, optimizing teaching effectiveness, and promoting communication between teachers and students.

第二條 教學意見調查分為期中、期末教學意見調查，由學校統一於教學意見調查系統開放：

- 一、期中教學意見調查：目的在了解學生在學習過程中之學習狀況及遭遇之問題，提供教師能適時調整教學內容與方式。調查時間為開學後第七週至第十週，由教師視其需要自行施作。
- 二、期末教學意見調查：目的在了解教師教學成效，作為教師提昇教學品質之參考。施作時間為開學後第十四週至第十八週截止。

Article 2

The course evaluation is divided into Mid-term and Final course evaluation questionnaires. These questionnaires shall be administrated through the Course Evaluation System of the University.

2.1 Mid-term course evaluation questionnaire: The purposes are to understand students’ learning status and identify any challenges encountered during the learning process. The questionnaire results

shall provide suggestions for teachers to adjust the teaching content and methods promptly. The questionnaire shall be available from week seven to week ten of the semester, and teachers may administer it at their own discretion.

2.2 Final course evaluation questionnaire: The purposes are to assess the instructor's teaching effectiveness and serve as a reference for teachers to enhance the quality of teaching. The questionnaire shall be available from the fourteenth to the eighteenth week of the semester.

第三條 期末教學意見調查問卷依課程性質區分為「一般課程」、「實驗及實習課程」、「體育課程」、「通識課程」等四種。

教學意見調查問卷之研修需經本校教學意見調查委員會審議通過。該委員會組成包括教務長或其指定代理人為召集人，附設進修學院、體育室、各學院代表、院級學術中心代表各一名、學生代表三名及教務長聘任之校外專家學者三至五位。

Article 3

The course evaluation questionnaires shall be carried out in four course categories, including “General Courses,” “Laboratory and Internship Courses,” “Physical Education Courses,” and “General Education Courses.”

Research conducted on the review of the course evaluation questionnaires shall be approved by the Course Evaluation Committee. The Committee consists of the Dean of the Office of Academic Affairs or his/her designee as the chair, along with one representative from the Affiliated Institute of Continuing Education, Office of Physical Education, and academic colleges, and three student representatives from college-level academic centers. Additionally, the Dean of the Office of Academic Affairs will appoint three to five external specialists.

第四條 各教學單位所開設課程，除下列課程外，均須實施期末教學意見調查：

- 一、本校實務專題(含跨領域實務專題)、論文、技術報告、專題討論(含書報討論、專題演講)、校園服務教育、職場(校外)實習、工程實作實習、教學實習、教學實習微學分、自主學習、微學分及英語能力訓練等課程。
- 二、經教務會議通過免施作之課程。

Article 4

Courses offered by the teaching units shall be evaluated during the final period of the semester, except the following:

4.1 Capstone/Senior Projects (including interdisciplinary projects), Theses, Technical Reports, Project Discussions (including seminars and speeches), Campus Service Education, Off-campus Internships, Engineering Practice Internships, Teaching Internships, Micro-courses for Teaching Internships, Independent/Self-directed Learning, Micro-courses, and English Training Courses.

4.2 Courses exempted from conducting the questionnaire as approved by the Academic Affairs Meeting.

第五條 期末教學意見調查結果之計算方式如下：

一、教學意見調查填答率係指有效填答人數與可填答人數之比率。

(一)有效填答人數定義為填答人數扣除無效問卷後之數目。無效問卷係指學生於教學意見調查中，自填缺課週數達七週以上者。

(二)可填答人數定義為總修課人數扣除排除名單後之數目。排除名單由授課教師於期末教學意見調查施作期間提出，以該課程修課人數之十分之一為上限，未達一人者以一人計。

二、教學意見調查評量值，為有效問卷排除前後極端值各百分之三後之平均值。

三、期末教學意見調查填答率未達百分之二十五（含）之課程，評量值不列入統計分析。但學生反映意見與自評結果，應彙整提供開課單位及教師參考。

四、調查結果之數值及填答率計算至小數點後第一位，小數點後第二位採四捨五入進位方式。

五、共同授課教師之課程，請學生分別填答各授課教師教學意見及自評。

Article 5

The calculation method for the Final course evaluation results is as follows:

5.1 The Course Evaluation Response Rate is calculated as the ratio of valid and eligible respondents.

(1) “Valid Respondents” refers to the number of respondents after invalid questionnaires have been excluded. Invalid questionnaires refer to those

filled out by students who confessed to being absent for seven or more weeks in the course evaluation questionnaire.

(2) “Eligible Respondents” refers to the total number of enrolled students minus any exclusions. The exclusion list shall be provided by teachers during the final course evaluation period. The number of exclusion lists shall be limited to a maximum of one-tenth of the total number of students enrolled in the course. If the number of students on the exclusion list is less than one, it shall be considered one.

5.2 The average value of the course evaluation questionnaire obtained after excluding the top and bottom three percent, serves as the assessment value.

5.3 For courses with a Response Rate of 25 percent and below, the assessment value shall not be included in the statistical analysis. However, student feedback and self-assessment results shall be compiled and provided for reference to the teacher and the units offering the course.

5.4 The numerical values and Response Rates of the questionnaire results are calculated to a single decimal place, with the second decimal place rounded up to the nearest whole number.

5.5 For courses taught by multiple teachers, students shall provide separate course evaluations and self-assessments for each teacher.

第六條 有關教師個人教學意見調查結果及文字意見資料，應嚴予保密。

Article 6

The results of course evaluations and written comments for teachers shall be strictly kept confidential.

第七條 期末教學意見調查結果採質化與量化的雙軌制度，陳校長核閱後分送各院系(所)及中心等業管單位，並提供授課教師自行查詢功能。

專任教師支援非本系(所)授課課程，教學意見調查結果及反映意見等事項，得併送所屬開課系(所)主管參考。

量化統計結果轉換以質化呈現方式，以介於五點零至四點五為接近非常同意，四點四至四點零為同意，三點九至三點五為普通同意，三點四至三點零為接近同意，未達三點零為需調整。

教學意見調查反映意見內容，如有不雅、謾罵等非理性意見圖文，承辦部門得依權責逕予刪除。

各授課教師透過教學意見調查系統上網自選參閱授課科目之量化及質化統計結果及學生建議。

教務長、進修學院主任、各學院院長、學術中心主任、各系(所)主管、業管單位主管，依權限透過教學意見調查系統上網參閱所屬教師與課程之統計結果。

Article 7

A dual-track system of qualitative and quantitative assessment is utilized to compile the final course evaluation results. The results shall be reviewed by the President before being disseminated to the relevant departments, colleges, and centers. Teachers are provided ways to access the results at their discretion.

For full-time teachers who teach courses offered by other departments or institutes, the course evaluation results and feedback may be submitted to the respective department or institute supervisors for reference.

Quantitative statistical results shall be conducted in qualitative presentations. Ratings between 5.0 and 4.5 indicate “Nearly Strong Agree,” 4.4 to 4.0 indicate “Agree,” 3.9 to 3.5 indicate “Moderately Agree,” 3.4 to 3.0 indicate “Nearly Agree,” and scores below 3.0 indicate “Improvements Required.”

In the case of inappropriate comments, including inappropriate or abusive language, the unit in charge shall delete such comments at their discretion.

Each teacher can access the quantitative and qualitative statistical results and students’ feedback for the courses they teach through the online Course Evaluation System.

The Dean of the Office of Academic Affairs, Dean of the Affiliated Institute of Continuing Education, Deans of each college, Directors of academic centers, Chairs (Directors) of the department/institute, and supervisors of relevant units can access the statistical results of their affiliated teachers and courses through the online Course Evaluation System at their discretion.

第八條 教師如有申請、聘任、解聘、停聘、不續聘、升等、進修、延長服務、教師證書等事項、傑出教師甄選及特殊需求等，得經下列方式申請任教科目之教學意見調查結果供其參考：

一、本人提出申請。

二、系(所)、院及中心提出申請，經院長或單位主管核准。

三、專案簽請校長核准確有必要者。

對於教學意見調查結果為需調整者，院系所得訂定相關規定進行必要之處理，以維教學品質。

Article 8

Should a teacher have the following situations, including applications for appointment, dismissal, suspension, non-renewal, promotion, pursuing further education, extension of services, obtaining a teaching certificate, teaching excellence award, or other special needs, the following methods may be used to apply for the course evaluation results for reference:

8.1 Applications submitted by the teacher him/herself.

8.2 Applications submitted by the department, college, or center with approval from the Dean or the unit supervisor.

8.3 Occasions arise that require direct approval from the President.

Should any course evaluation results be marked “Improvements Required”, the departments and colleges may establish relevant regulations to carry out the necessary procedures to uphold educational standards.

第九條 本辦法經教務會議通過，陳請校長核定後施行；修正時亦同。

Article 9

These Regulations shall be passed by the Academic Affairs Meeting and shall take effect upon approval by the President. The same procedure shall apply when these Regulations are amended.