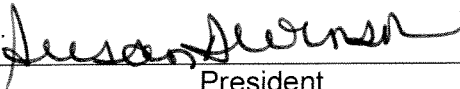


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title: TBDD EVALUATIONS	Procedure Number: 4-4-109.1
Institutional Authority: Vice President of Education and Training	
Associated SBTCE Policy/Procedure:	
Governing ATC Policy: 4-4-109	

Approved:   
President

  
Vice President of Education and Training

Date Adopted: 07/01/2004  
Date Revised: 01/24/2011

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

The purpose of the Training and Business Development Division's non-credit program evaluation is to receive feedback on the quality of delivery and content. The feedback will be used to improve programs and the quality of instruction. The following procedure provides direction in administering and compiling the data:

**Student and Instructor Evaluation**

1. Surveys are prepared and distributed to instructors at the end of each course.
2. Completed evaluations are scanned and comments recorded.
3. The Curriculum coordinator generates student and instructor reports monthly and presents the reports to the operation team by the second operations meeting of each month.
4. The Operations team reviews student and instructor reports, analyzes trends and recommends improvements.
5. Corrective actions are prepared as needed by appropriate personnel.
6. Evaluation summary reports and completed corrective action are forwarded to the Deans and the Vice President for quarterly review.
7. Upon approval, summary reports, corrective actions, and any supporting documentation are filed.
8. Completed evaluations are filed in course file in accordance SBTCE auditing guidelines.