

Memorandum of Agreement  
EVALUATION OF PRECEPTING by Students On Line  
February 2008

This Memorandum of Agreement reflects an agreement between the College and the Stockton Federation of Teachers to alter the administration of Student Evaluation of Precepting to utilize the college's Banner (online) System in place of the system that relied on scanned computer sheets run on the no-longer-functional SIS system. It is the intent of the parties that the new system utilizes the same questions and analysis of data. The changes in administration are intended to recreate, as closely as possible, the existing system.

1. Website: A Precepting Evaluation Site will be established on the College's website. It will enable each student to evaluate his/her own preceptor during the spring semester each year using the standard Preceptor Advisory Form attached to this Agreement. Access to this system will be "locked" until the following steps have been taken.

2. Process: The evaluation system will require two steps.

First, each preceptor will control a mechanism on Banner that "unlocks" each of his/her preceptee's access to the Precepting Evaluation Site. Preceptors are required to "unlock" a preceptee's access after the preceptee has been advised by the Preceptor. It is understood that such advisement may take place by whatever means—telephone, email or in-person—deemed adequate by the Preceptor.

Second, once unlocked, each preceptee will have one opportunity each year to evaluate his/her Preceptor by answering the online Preceptor Advisory Form.

3. Priority Incentive: In order to increase the likelihood that students will consult their official preceptors before registration, an incentive will be provided. Once a preceptee has submitted his/her online Preceptor Advisory Form, she or he will receive priority time to pre-register for the next semester. Students will be informed of the incentive in advance, and when they complete the evaluation they will receive an alternate PIN that gives them access to the priority registration time.

A student who has not been advised by his or her preceptor will not be able to evaluate the preceptor, unless the preceptor has cleared him/her for graduation.

4. Reporting

Computer Services will tabulate the results of the evaluations and compile a report for each preceptor. The reports will indicate the number of preceptees who submitted evaluations what percentage that is of her/his preceptees, and, for each item in the questionnaire, the number of responses and the distribution of responses for each choice. For questions answered on a numerical scale, the report will indicate the mean and median responses. For "yes/no" and other non-scaled responses, the report will indicate the percentage of respondents choosing each option.

The report will be printed in quadruplicate and delivered to Academic Affairs. Academic Affairs will distribute the report as follows:

A. For a faculty preceptor, Academic Affairs will retain one copy and deliver the other three to the faculty member's dean. Of these three copies one will be forwarded to the faculty member and the other two retained by the dean; one of these will be included in the individual's next evaluation file, in the section containing Student User Evaluations. The individual will have the opportunity to comment on the results within the file. Academic Affairs' copy of the report will be made available to the Director of the Academic Advising Center.

B. For a staff preceptor who is not contractually obligated to serve in this capacity, Academic Affairs will retain one copy of the report and share it with Academic Advising as above; two copies will be forwarded to the individual staff member who may or may not share one with his/her supervisor or include it voluntarily in his/her next evaluation file. (Staff preceptors who do have advising as a contractual duty will be treated the same as faculty, with the director- or dean-level supervisor performing the role that the dean does for faculty.)

C. First-year faculty will be treated similarly to staff preceptors discussed in paragraph B, in that they will be evaluated, but their results will not become part of their evaluation files unless they do so choose.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

For Richard Stockton College

For the Stockton Federation of Teachers

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Herman J. Saatkamp, President

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Michael Frank, President