Standard Operating Procedure

Procedure Title: Timely and Meaningful Feedback
Procedure #: AA.009
Revision #: 001

Unit Responsible: Academic Affairs
Individual Responsible: Academic Deans

Effective Date: 07/21/2023

Initial Approval Date: 06/02/2020
Last Review/Update Date: 07/21/2023
Next Review Date: 07/01/2026

*Does this procedure support a Board Policy? Yes
    If yes, identify: 3.160-Program Review; 3.170-Student Attendance; 4.070-Ethics and Standards of Conduct for Employees Supplement to Standard of Conducts

    Board policies can be found at: LCC Board of Trustees Policy Page

*Does this procedure support HLC criteria? Yes
    If yes, identify: 3C

    HLC Criteria can be found at: HLC Accreditation Criteria

*Does this procedure support a State or Federal Regulation? No
    If yes, identify: n/a

 *Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.

Timely and Meaningful Feedback, BP 3.160, 3.170, 4.070

1.   *Purpose*

To ensure that students are aware of their academic progress in a course, an important factor for success.

2.   *Scope*

This standard operating procedure (SOP) applies to all faculty and academic programs offering credit-bearing courses.

3.   *Prerequisites*

n/a

4.   *Responsibilities*

The responsibility for the interpretation and administration of this procedure lies with the Provost or designee.

5.   *Procedure*

1. In accordance with Program Operating Plans (POP), faculty will describe in their syllabi the forms of feedback, including formal grading, that students can expect in the course, along with timeframe for feedback.
2. Faculty will provide students with feedback appropriate to the nature of the assignment, within the timeframe(s) outlined in the POP.
3. When feedback consists of a formal grade, the grade will be determined within the timeframe(s) outlined in the POP.
4. Grades will be recorded in compliance with the [Use of Course Management System Gradebook SOP](#).

6.   *Reference*

The Academic Senate will collaborate with the Provost to provide support and/or training necessary to assist employees in overcoming any barriers.

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Feedback encompasses all information provided by faculty to students aimed at improving student success to enhance the students' learning experience.

Grading refers to specific assessment results required by course syllabi.

7.   Definitions

n/a