

Protocol for Redacting Discriminatory, Obscene or Demeaning SES Comments

The Continuous Improvement and Evaluation of Teaching (CIET) senate committee and the Office of Provost have developed a protocol for addressing discriminatory, obscene, or demeaning comments appearing in UO's end-of-course Student Experience Survey (E-SES) reports.

The purpose of the E-SES is for students to reflect on, and provide feedback to their instructor about, their experiences in the course. Students have and are encouraged to provide, through the E-SES process, important feedback about the teaching and learning elements of the course. However, to fulfill that purpose, and also to adhere to the University Student Conduct Code, which protects an environment conducive to learning where the safety, dignity, and worth of every individual are respected, and University policies prohibiting discrimination and harassment, students' comments to the instructor will be available for viewing by unit heads or personnel committees in a way that is devoid of discriminatory, obscene, or demeaning language.

Thus, any comment that meets the definitions below for "discriminatory," "obscene," or "demeaning," may be flagged by the instructor and redacted by the committee.

1. "Discriminatory" means any comment, whether intended or unintended, that unreasonably discriminates among individuals on the basis of age, race, color, ancestry, national or ethnic origin, religion, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, disability, gender, perceived gender, gender identity, genetic information or the use of leave protected by state or federal law.
2. "Obscene" means any comment that is patently offensive by making explicit reference to sexual conduct.
3. "Demeaning" means any comment that belittles or insults the instructor and is unrelated to teaching. Comments that are critical of teaching are not demeaning under this definition.

Guidelines to assist students in providing actionable, concrete and fair-minded feedback about their learning experience are available [on the web](#) via the Teaching Engagement Program's resources.

Protocol for Instructors to flag comments:

1. End-of-course Student Experience Survey (E-SES) reports are found via DuckWeb by following these steps:
 - a) login to DuckWeb, select "Course Surveys", and click "Open the Course Surveys site"
 - b) in the Home drop-down menu, select "My Courses"
 - c) locate the course of interest and click "view" on the far right under the Survey name (End Student Experience Survey)

The senate CIET committee will redact comments that are "discriminatory", "obscene" or "demeaning."

2. If you read a comment you believe should be redacted, follow these steps:

- a) compare the student comment to the definitions provided above for discriminatory, obscene or demeaning.
- b) if the comment meets any of these definitions, and you wish for it to be redacted (removed) from your report, click the box at the right margin under "Flag for Review," and ensure that a check-mark appears within the box.
- c) flagged comments (absent course or instructor name) will be provided to the CIET committee.
- d) the CIET senate committee will review flagged comments at least three times per year between October and May, and the upcoming review date will be listed on the main Course Surveys page in DuckWeb.
- e) once your flagged comment is reviewed by the CIET committee you will receive an email indicating that it was either redacted (removed) or retained.