

Imam Mohammad Ibn Saud Islamic University

College of Science

Central Unit for Development and Quality



Student Evaluation of the Course:

Feedback Cycle Closure and Communication Process

A well-structured feedback cycle is essential for driving course quality improvement, enhancing teaching methods, and fostering student engagement. This document presents a systematic approach to closing the feedback loop within a single trimester, clearly defining responsibilities, timelines, and key actions—from feedback collection to the communication of outcomes and implementation of enhancements.

Since the second trimester of the 2024–2025 academic year, the College of Science has implemented this structured process to ensure timely response to student input, support continuous quality improvement, and align with institutional goals. Instructors and program managers now analyze feedback more efficiently, develop actionable improvement plans, and provide transparent updates to students—addressing concerns within the same term where feasible or planning strategic changes for future offerings.

This initiative not only enhances the learning experience and assessment fairness, but also strengthens internal quality assurance processes and supports evidence-based development. By embedding early feedback collection, proactive adjustments, and clear communication into our teaching practices, we empower students as active contributors to course and program evolution—ultimately supporting better learning effectiveness, academic retention, and graduate readiness.

Feedback Cycle Closure and Student Communication: Process Flowchart

Action	Responsible Party	Timeline	Details
Collect Feedback	Course Instructor /Teaching assistants	Week 8	Administer the course questionnaire (online, Blackboard). Ensure participation and anonymity to encourage honest responses.
Analyze Results	Course Instructor /TA	Week 8-9	Analyze quantitative and qualitative feedback. Identify improvement areas and positive highlights.
Develop Actionable Points	Course Instructor	Week 9	Formulate a realistic improvement plan based on student feedback.
Prepare a Feedback Summary	Course Instructor	Week 9-10	Draft a summary of the feedback, including key findings, positive remarks, and improvement actions.
Share Results with Students	Course Instructor /TA	Week 10	Communicate the summarized feedback results and planned improvements via email, Blackboard, or class announcement.
Implement Immediate Changes (if any)	Course Instructor	Week 10-11	Draft Implement any short-term improvements that can be applied immediately within the same trimester (e.g., clarifications, additional resources).
Implement Structural Changes	Course Instructor / Program manager	Next Trimester (Week 1)	Apply broader improvements that require planning (e.g., curriculum updates, resource enhancements).
Acknowledge Student Contributions	Course Instructor	Week 12	Send a final thank-you message, acknowledging student contributions and outlining implemented or planned changes.

