

## Student Evaluations of Courses/Instructors

The revised 2007 by-laws set two requirements for course evaluations. All professors will evaluate all courses each semester, and those up for review (3<sup>rd</sup> year, tenure, promotion, 5-yr post tenure) will submit course evaluations for the 4 semesters preceding the review. To facilitate the evaluation of courses and instructors by students, we have installed an on-line course evaluation system.

All faculty will be enrolled in the system automatically. The enrollment system will load in the 11 institutional and core questions from ICES for each course. The institutional questions are these:

Rate the instructor's overall teaching effectiveness.

Rate the overall quality of this course.

How would you rate the instructional materials used in this course?

Do you feel course objectives were accomplished?

Did this course increase your interest in the subject matter?

I prepared before coming to class.

How would you characterize the instructor's ability to explain?

How would you characterize the instructor's command of the subject?

The instructor seemed well prepared for classes.

The instructor stimulated my intellectual curiosity.

The instructor promoted an atmosphere conducive to work and learning.

We pay a fee to use the ICES questions. Faculty will be allowed to choose additional questions from the 600 or more available, may also choose from questions that come with the software for on-line evaluation and may write their own questions. Open-ended questions requiring a written response are also possible.

The Office Associates in the academic buildings, the Provost's office, and/or Learning Technology will load each faculty member's designated questions to customize each course for them. Once courses surveys are created, they can be reused and modified with ease in subsequent semesters.

Once the course evaluations are ready we will notify students enrolled in the course and provide them instructions for completing the evaluations. **The most effective means for getting students to participate in course evaluations is the instructor.** We will send you an update at the end of the first week detailing the response rates for the instructors in your department. If faculty choose, they may ask the class to wait to fill out the evaluation together in a computer lab or after a specific date. We will make arrangements to have computer labs in each academic building available during evaluations so that faculty members can schedule a time to bring their class to the lab to complete evaluations.

Each time a student completes an evaluation for a course, the student will be notified and updated on the courses remaining to be evaluated. This will be accomplished through a bulk-email of the course evaluation software itself. Once students have completed all surveys, they will receive no further email reminders.

Evaluations will be available for students beginning before Thanksgiving break and run through the last day of classes. Once grades are posted, the faculty member will be given access to their evaluations in an electronic report that is downloadable and printable. Department chairs will also receive reports as appropriate for members of their department and the Provost will receive a full report.

On the advice of the faculty panel that reviewed on-line course evaluation policies, narrative evaluations for tenure and promotion review will be carried out in person, in class. The process for receiving narrative evaluation forms will remain the same, contact Joan Pickett in the Provost's office to request forms well in advance of administering them.