

Course Evaluation System

The Course Evaluation System offers campus instructors a web-based method of gathering student feedback on courses. The system enables instructors to add questions to the standard set of core items from an item bank with more than 900 questions. Both instructors and students are able to review the results of course evaluations via the web. Questions related to the Course Evaluation System should be directed to Dr. Larry Mayes, Director of Assessment.

Spring 2009 Schedule Faculty and chairs build evaluations April 13 - April 28, 2009 Students complete evaluations April 29 - May 14, 2009 Reports are available June 15, 2009

Item Bank

- Functionality and Levels of Access for Participants (PDF)
- Faculty Quick Guide to Using the Course Evaluation System (PDF)
- Student Quick Guide to Using the Course Evaluation System (PDF)

Brief Description of the Process

The overall process for Course Evaluation System consists of five major steps, as described below:

- Core Item Management: Office of Institutional Research and Assessment (OIRA)

The OIRA manages the Core Set of questions and the Item Bank by editing, activating, inactivating, or deleting items. Each term, the OIRA will work with the faculty advisory group to identify the questions to be included in the common Core Set of items that will appear on the questionnaires of every participating course section.
- Course Selection: Evaluation Coordinators / Scheduling Officers

Evaluation Coordinators for the Course Evaluation System are usually the departmental Course Scheduling Officers whose security access is already defined by SIS Screen 804. The Evaluation Coordinator/Scheduling Officer will enter Faculty/Staff Central and use the CES tool to identify the courses in his/her academic unit that should be evaluated that term.
- Optional Item Selection: Department Chairs and Instructors

Department chairs and course instructors may use the optional Item Bank to select other questions they wish to include on their evaluation instruments beyond the common Core Set of items. Items added by the department chair will appear on all course evaluations administered within that unit. Instructors may customize the evaluation instruments for each of their individual course sections.
- Evaluation Completion: Students

Students will receive an email message encouraging them to visit the Course Evaluation System link in Student Central to participate in the evaluation process. There they will see links to the questionnaires of each of their courses that have been selected by departments for evaluation that semester.
- Report Dissemination

Reports containing statistical summaries of responses by item are provided for review on the web by department chairs, instructors, students, and others according to pre-determined security rules.