OFFICE OF INSTITUTIONAL EFFECTIVENESS

FACULTY SMARTEVALS GUIDE

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History: From IDEA to SmartEvals

- Since 2013, the university's course evaluations have been administered using IDEA via Campus Labs

- Starting with the Fall 2019 term, the university's course evaluations are administered using SmartEvals

- SmartEvals was selected by a committee that consisted of deans, senior management for IT, administrators, faculty, student representatives, and members of the OIE.

How Course Evaluations are Used

- They are used for:
    - Faculty review of their courses and to inform improvement of course design
    - Informing faculty development opportunities and faculty development programming improvements
    - Use as one form of evidence in a multi-faceted review of annual faculty performance
    - Use as one form of evidence in a multi-faceted review of annual faculty performance
    - Used to improve academic programs

The Role of the Office of Institutional Effectiveness

- Responsible for administering the course evaluations to students
- Responsible for reporting the results to faculty and department heads

The Role of Departments/Schools/Programs

- Responsible for providing any supplemental questions for course evaluations
- Responsible for verifying course information is correct in LOCUS
- Responsible for confirming the courses in the system that should not be evaluated in LOCUS

Overview of Course Evaluation Periods

- Dates for survey periods and reporting periods are fixed
- Survey and reporting periods are based off the course end dates

Course Duration Types	Survey Start Date	Survey End Date	Report Release for Department Heads & Admins	Report Release for Instructors
Longer than Full Term	26 Days before Course End Date	12 Days before Course End Date	12 Days after Course End Date	15 Days after Course End Date
Full Term	21 Days Before Course End Date	7 Days before Course End Date	12 Days after Course End Date	15 Days after Course End Date
Longer than 3 Weeks, but not Full Term	17 Days Before Course End Date	7 Days before Course End Date	12 Days after Course End date	15 Days after Course End Date
3 Weeks or Shorter, but longer than 11 days	8 Days Before Course End Date	7 Days before Course End Date	12 Days after Course End date	15 Days after Course End Date
10 days or Shorter, but longer than 2 days	5 Days Before Course End Date	1 Day Before Course End Date	12 Days after Course End date	15 Days after Course End Date
2 days or less	2 Days Before Course End Date	1 Day before Course End Date	12 Days after Course End date	15 Days after Course End Date

Courses with Hidden Results

- To protect students' confidentiality, Smart Eval course results will not be shared with instructors if the student response is less than 5 students *(Approved OIE practice by the Office of Faculty Affairs on January 9, 2023)*

Evaluation Reports to Title IX Coordinator

- It is OIE's practice to share student evaluations of teaching with the Title IX institutional officer. The documentation required to release these results is a written request from the Title IX officer for specific faculty member's course evaluation results to be released via secure portal. *(Approved OIE practice by the Office of Faculty Affairs on January 9, 2023)*

When was the last revision of evaluation questions?

- These course evaluation questions were reviewed by the Course Evaluation Task Force and approved by the Provost in 2020.

- The Course Evaluation Task Force met from 2018-2020.

- The next review of these course evaluation questions is scheduled to commence in Fall 2025.

How much can faculty customize their evaluation questions?

- None of the required course evaluation questions can be modified.

- However, each faculty member can add one supplemental question to the course evaluation questionnaire before their evaluation opens.

- SmartEvals sends an email about this one question change around at most 2 weeks and at least 3 days before the evaluation opens.

How to Write Messages Your Students Will See

- The more you encourage students to take their course evaluations, the more likely you are to have higher response rates and thoughtful feedback

- In SmartEvals, you can set a personalized thank you note that will appear on the screen after a student completes their evaluation of your class

- This will add a personal touch that lets students know their feedback is valued and appreciated

What to Expect During Your Evaluation(s)

- Once your course evaluations become active, you will receive an email from the OIE. You will receive emails throughout the evaluation period that will provide you with your current response rate and tips for improving your response rates.
- During that period, you may
  - Encourage students to complete their course evaluations
  - Email your students from SmartEvals

How to Encourage Students to Complete their Evaluations

- Tips:
  - Tell students that they will receive emails which will allow them to complete the surveys.
  - Evaluations should take no longer than ten minutes to complete. You may allow students time during class to complete the evaluation.
  - Log into MyEvalCenter and click the "Handouts" header in the menu for your class(es). Print the page that is then displayed and share it with your students. Using their mobile devices, they can scan the code and complete the evaluation right in class!
  - Give students a few specific examples of how you used feedback from past course evaluations.
    - For example: "Last semester the evaluations said I should make better use of the course website, and that is why this year I have been posting notes online."
  - Tell students that their responses are completely anonymous, and that teachers will only see aggregate results after grades are released.

How to Email Your Students from SmartEvals

- Since survey responses are anonymous, you will not know which specific students have or have not completed their evaluations. You will only be able to tell the number of students that have or have not completed their evaluations.

- It might be unnecessary for you to email everyone to complete their evaluations, since a few already may have. If you want to send out emails that will only reach the students that have not completed their evaluations, you can do so through SmartEvals.

- You can schedule these emails to go out automatically for each course evaluation period, or you can just send out emails for a particular term.