February 26, 2008

TO:     DIVISION I FACULTY

FROM:   David Cleveland & David Fink

RE:     Online Evaluations - SPRING 2008

I have voluntarily further reduced my workload this academic year from 40% to about 18%. As a result, my work schedule has been significantly compressed. Therefore, I am contacting you quite early this semester to determine your online assessment/evaluation requirements so I or research assistant David Fink can post the appropriate instruments.

The end of the semester Online Evaluation Process will be conducted as it was during the last three weeks of the Fall 2007 semester.

MOBILE LAB - 7-620 AVAILABILITY:

Monday/Wednesday

Monday  28 April  Wednesday  30 April  Hours:  0800 - 09:20   1:15 PM - 5 PM
Monday  5 May     Wednesday  7 May    Hours:  0800 - 09:20   1:15 PM - 8 PM

Tuesday/Thursday

Tuesday  29 April  Thursday  1 May    Hours:  0800 - 5 PM
Tuesday  6 May     Hours:  0800 - 8 PM

Early closure during the first week of evaluations is due to the presence of Apprenticeship classes during this period - their classes end on 1 May.

LAPTOP CHECKOUT FOR IN CLASS USE

The Language Arts faculty plan to setup their own mobile lab room this semester. Therefore, it should be far easier to schedule desired lab timeslots. This does, however, translate to fewer laptops available for checkout to conduct in classroom evaluations when the lab is open.

Laptops can be checked out for in class use during the last two week of instruction on Mondays and Wednesday (when 7-620 is occupied) from 09:20 until 1 PM and from 5 PM until 8 PM.

Laptops WILL NOT BE AVAILABLE for in class use on Tuesdays/Thursdays during the last two instructional weeks.

Laptops WILL BE AVAILABLE for in class use during the FINAL EXAM WEEK.

ONLINE EVALUATION FORMAT

All online evaluations will be displayed on a single web page - have students click on the appropriate evaluation(s) links and then select your class.

ONLINE EVALUATION PROCESS MODIFICATIONS

Based upon observations of the Fall 2007 process and comments/suggestions received from faculty and responses on the participant evaluation, we have made several modifications (improvements?) to the process, including:

♣ Second mobile lab for Language Arts faculty - providing easier access to 7-620
♣ Improved instruction sheet for faculty/students on how to conduct the evaluations
♣ Improved lab/laptop signup sheets
♣ Improved access to 7-620 key (will purchase a combination lockbox)
♣ Develop/include a report “cover sheet” to explain statistics and graphics
FOCUS CLASSES (WI, O, HAP, E)

If you are teaching a Focus designated class, you are required (every semester) to have your classes complete a focus evaluation.

Focus Chairs will be contacted to provide lists of Spring 2008 focus classes - Focus Evaluations will be posted. A

By completing the online evaluation which lists all of the Focus area designated sections, individual faculty reports AND a group reports for the Focus Chairs will be generated. Note that in some Focus areas (like WI), the Focus Chair receives the group report AND a copy of each faculty member’s individual report.

Focus Chairs will use the group reports to identify areas where student learning outcomes might be boosted by faculty paying greater attention to the development of those skills.

KNOWLEDGE SURVEYS

I am working with faculty who have developed Knowledge Surveys for their courses. Anyone who wishes to experiment with this innovative assessment strategy should develop/provide a list of student learning objectives to facilitate the development of a draft Knowledge Survey - deadline: **Tuesday 1 April**

STUDENT EVALUATIONS OF FACULTY

An online modified version of the basic hard copy student evaluation form is available to all Division Faculty.

To facilitate “program” level review by the Division Chair, separate forms will be posted this semester for Social Science & Humanities faculty...

The resulting statistical/graphical class reports are issued solely to the faculty member. The Division Chair receives the “group” report (merged data) - without comments that might identify the faculty member.

If you wish to include your classes in this online process, please complete the form below and return it to me in the box outside of 604B TODAY.

**Absolute deadline for evaluation applications:** **Monday 14 April 2008**

Questions? Comments? Suggestions? Assistance?

Contact: David Cleveland or David Fink 7-604B

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