

Online Course Evaluations Demonstration

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Introduction

The Office of Undergraduate Studies is responsible for administering course evaluations at the end of each semester. The current approach is to distribute paper forms to the departments and instructors for each course. The instructors distribute the evaluations to their students and collect the results that are then sent back to Undergraduate Studies. Undergraduate Studies scans the forms and creates reports of the results. Reports are distributed to various levels of the organization (central administration, schools, departments, instructors, and/or students).

The new online entry system shown in this document has been created to replace the current paper-intensive process of collecting evaluations. We are planning to begin rolling out the system in Production mode for the spring semester of 2007. The screens included in this document are currently a work-in-progress. They have been developed to demonstrate some of the configuration options available to us in the system. It is likely that many of the options will not be used in the initial release and may be saved for future releases of the system. Student groups will begin testing the system in January and we will incorporate their feedback.

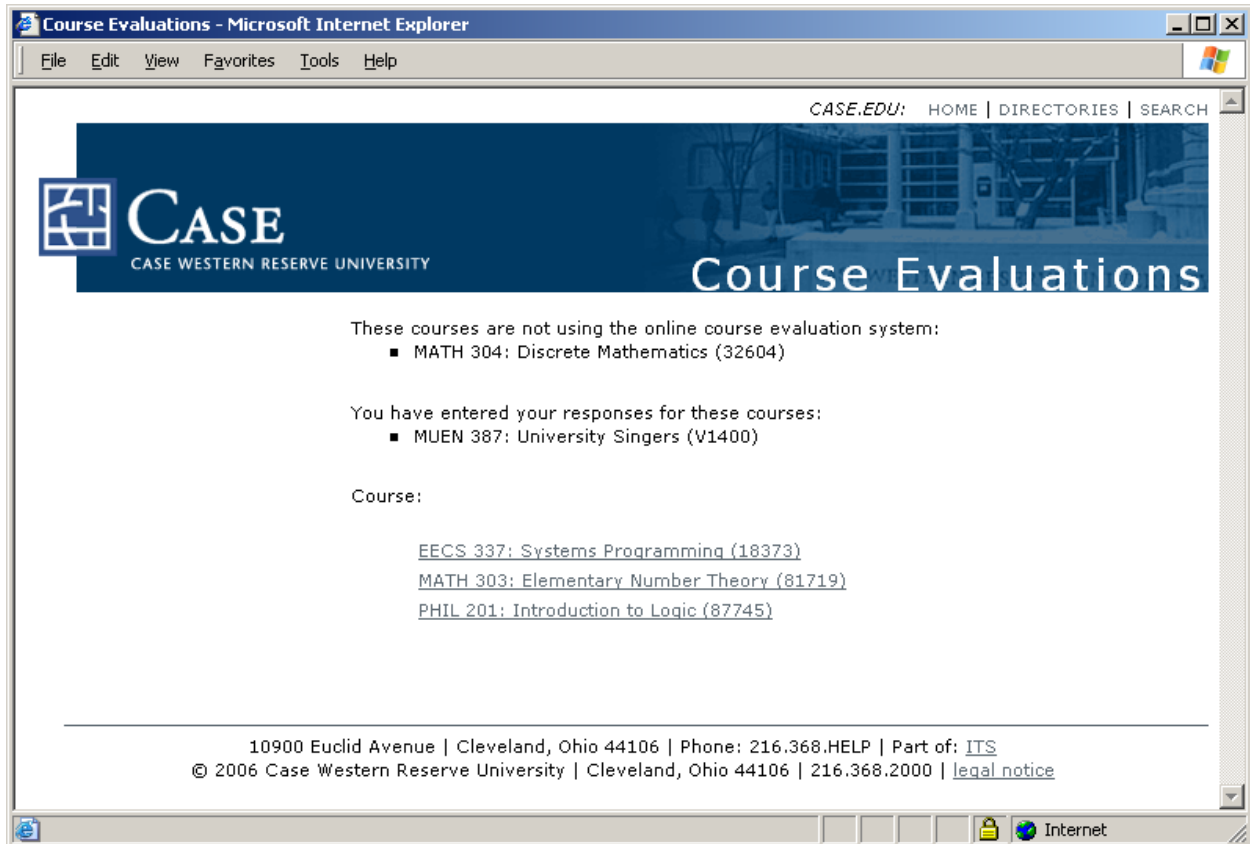
Reporting features are still under design. We expect that the reporting features for the initial rollout will be similar to existing reports. Future phases will likely involve new reporting features.

While the early phases of this project are focused on course evaluations administered by Undergraduate Studies, the system has been designed with flexibility to expand to other graduate and professional schools in future phases.



Online Course Evaluations – Student View

A student would enter the Online Course Evaluation System through the MyCase Portal. Upon entering the system, the student would be presented with this summary view. Each course for which the student is registered would appear on the page. For this example, the student is enrolled in MATH-304, MUEN-387, EECS-337, MATH-303, and PHIL-201.



The page classifies the courses into one of several groups.

The first group contains courses that are not available through the Online Course Evaluation system. In the early phases of this project, it is likely that some courses will be excluded from the online evaluation system while the system is still being refined.

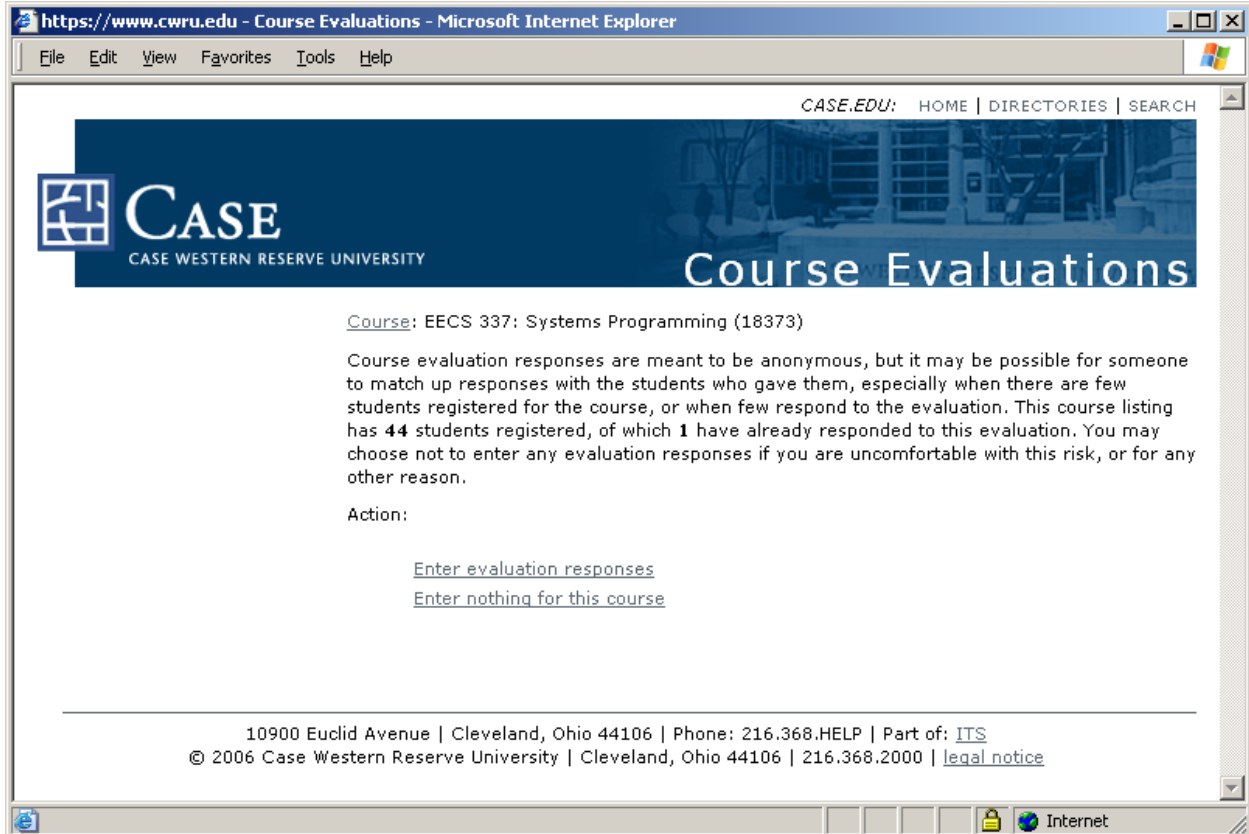
The second group contains courses that the student has already evaluated. Once a course has been evaluated once, the evaluation cannot be edited later.

The third group contains courses that are still open to evaluation for the student. Each one appears as a hyperlink on the page. To proceed, the student would select a course and click the associated hyperlink.



Online Course Evaluations – Class Selection

For this example, the student selected EECS-337 for evaluation. Because it is important for students to remain anonymous throughout the evaluation process, this page presents the total number of students enrolled in the class as well as the number who have already entered evaluations. If either number is small, there may be a risk that someone could guess a particular student's responses.

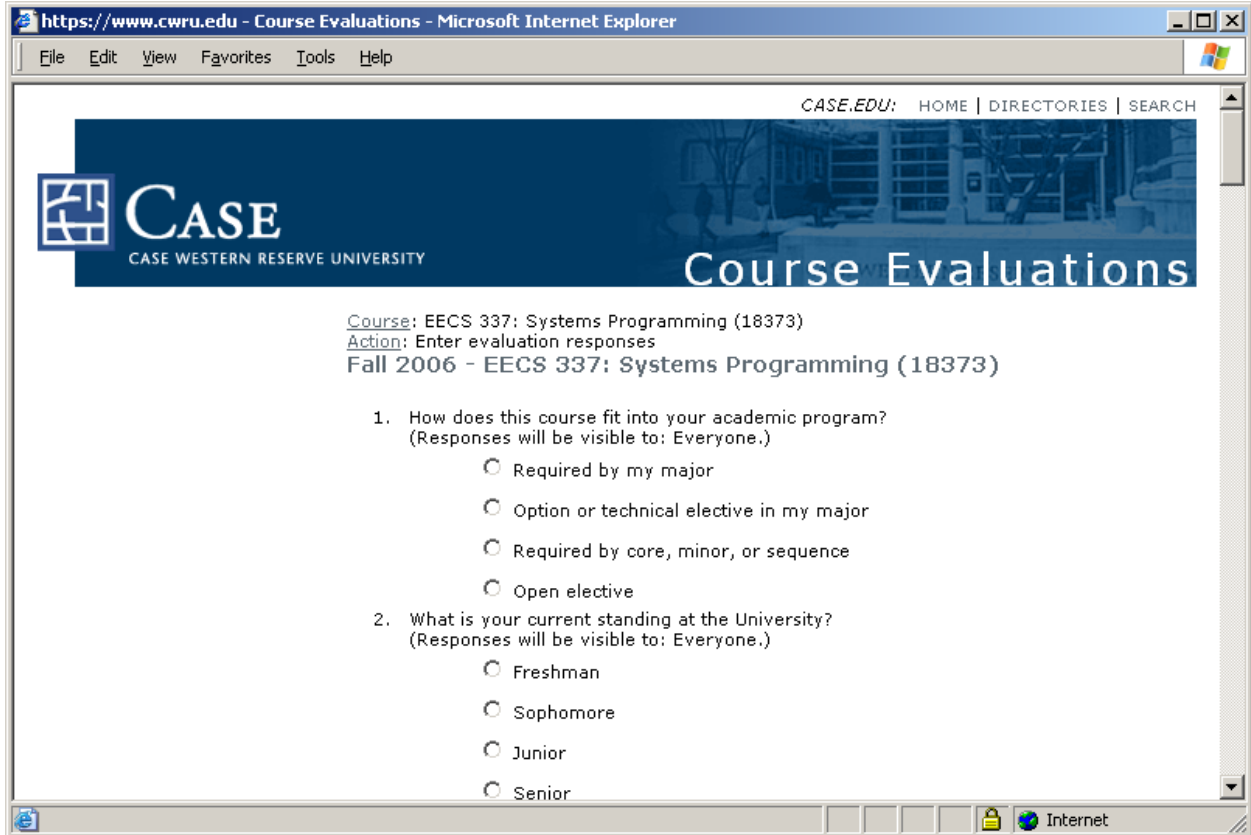


The student would have two available options: (1) Proceed with the evaluation for this class by clicking the hyperlink labeled "Enter evaluation responses" or (2) Decline the evaluation by clicking the hyperlink labeled "Enter nothing for this course".



Online Course Evaluations – Evaluation Entry

For this example, the student elected to proceed with the evaluation for EECS-337. The student would use this page to enter their responses for the evaluation.



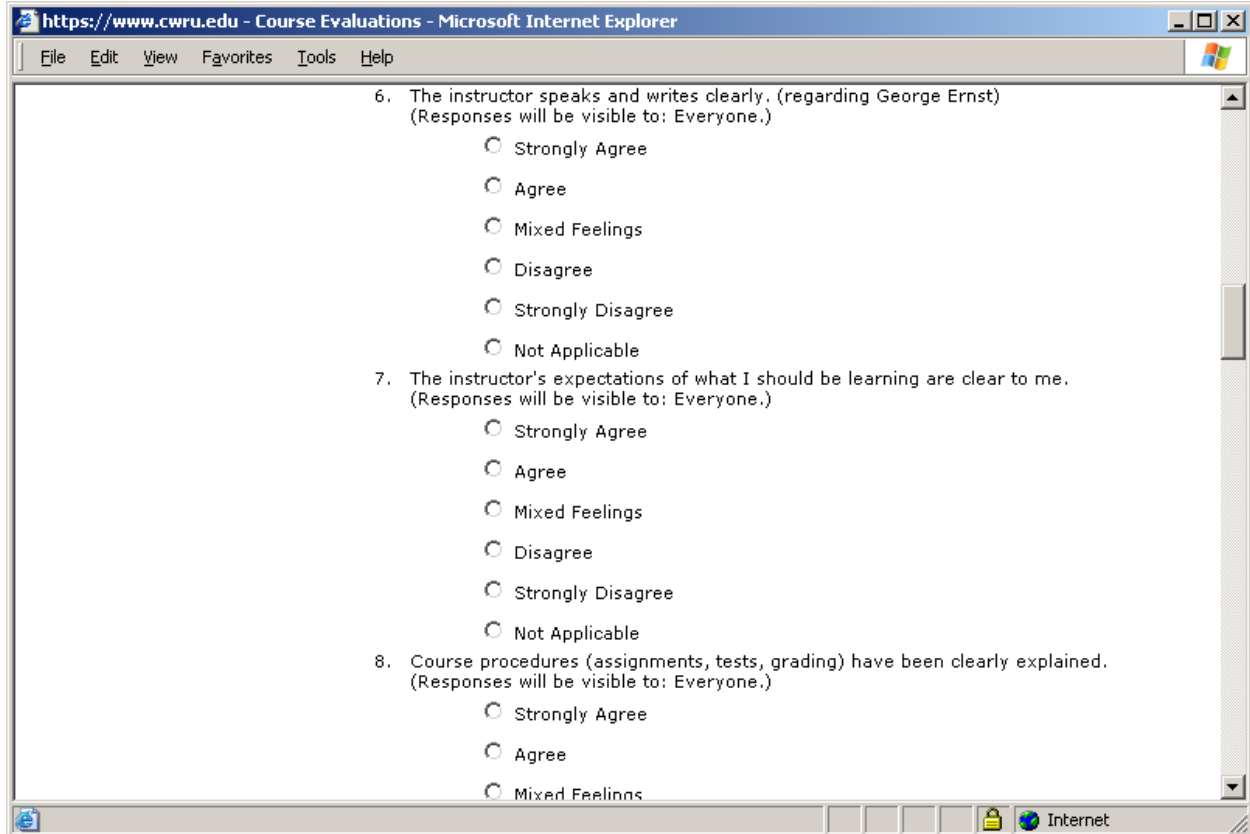
Information identifying the course is displayed at the top of the page as a reminder to the student.

The evaluation has been built to include questions with different types of responses. This page shows questions with “Multiple Choice” responses. Examples of other types of responses will be shown on subsequent pages.

This new course evaluations system allows the results to be secured so they will only be available to certain groups within the university. For example, results of certain questions may only be appropriate for the instructor to view. Others may only be appropriate for central administration. Still others may be available to everyone. Each question includes a note enclosed in parentheses at its end notifying the student which groups will have access to the results.

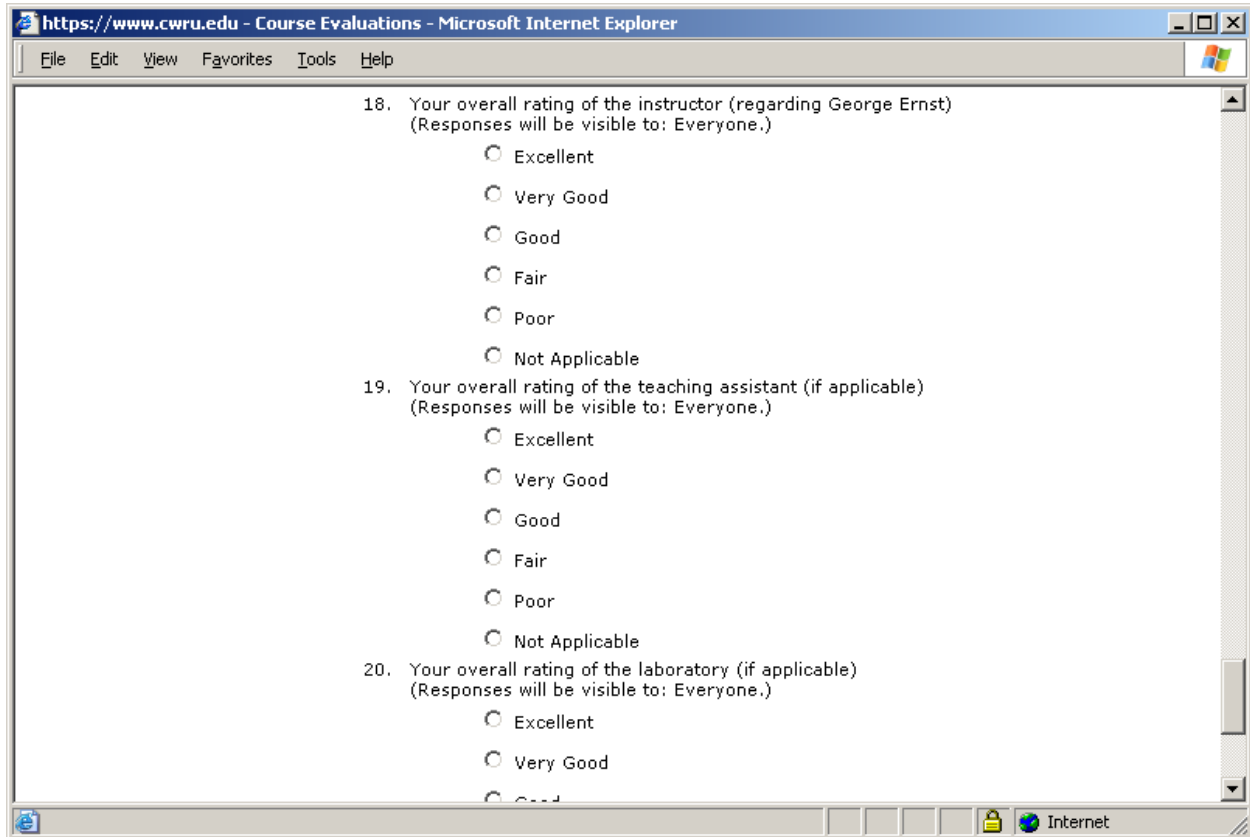


This page shows examples of questions with “Strongly Agree-Strongly Disagree” scaled responses.





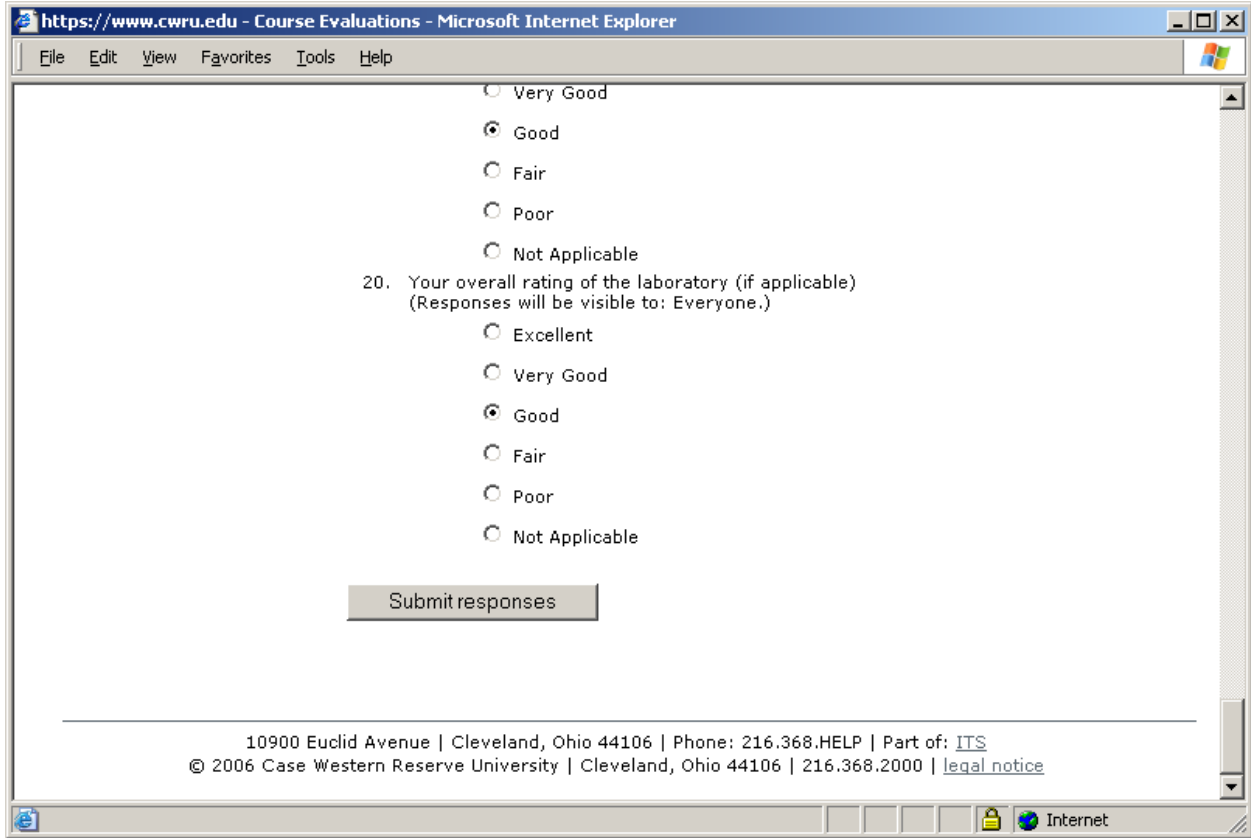
This page shows examples of questions with “Excellent-Poor” scaled responses.



Question number 18 on this page also shows an additional feature of the system. For each question that is related to the course instructor, the instructor’s name appears in parentheses. If there are multiple instructors, the question would be automatically repeated once for each instructor.

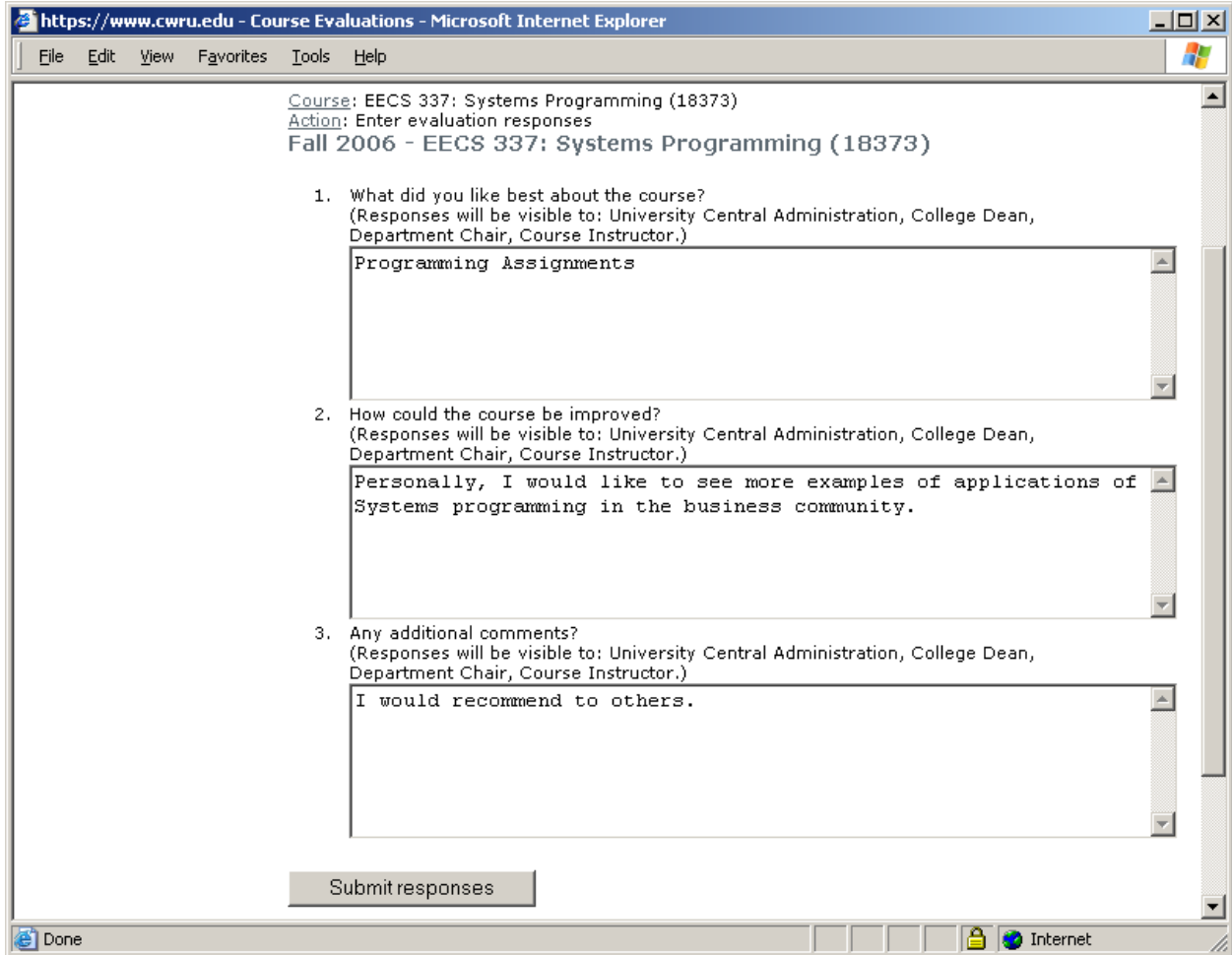


When the student has completed this section of the evaluation, they would click the “Submit Responses” button.





In addition to the multiple choice questions, there are three free-form questions included as the last step of the evaluation.

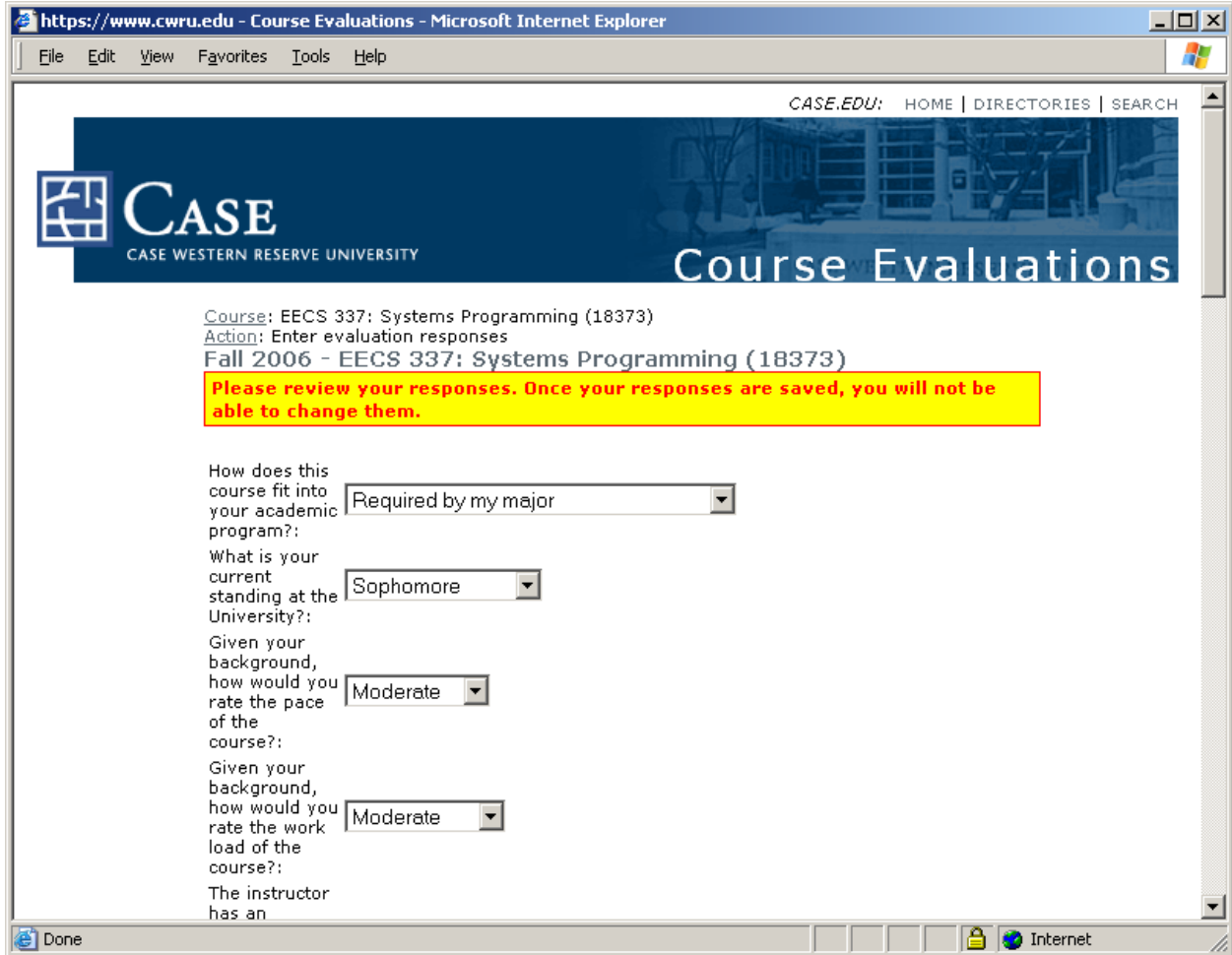


Note that the results of these questions are not available to "Everyone". Students would not have access to these results. In this example, the other groups (central administration, college dean, department chair, and course instructor) would.

Once this section of the evaluation has been completed, the student would click the "Submit Responses" button.



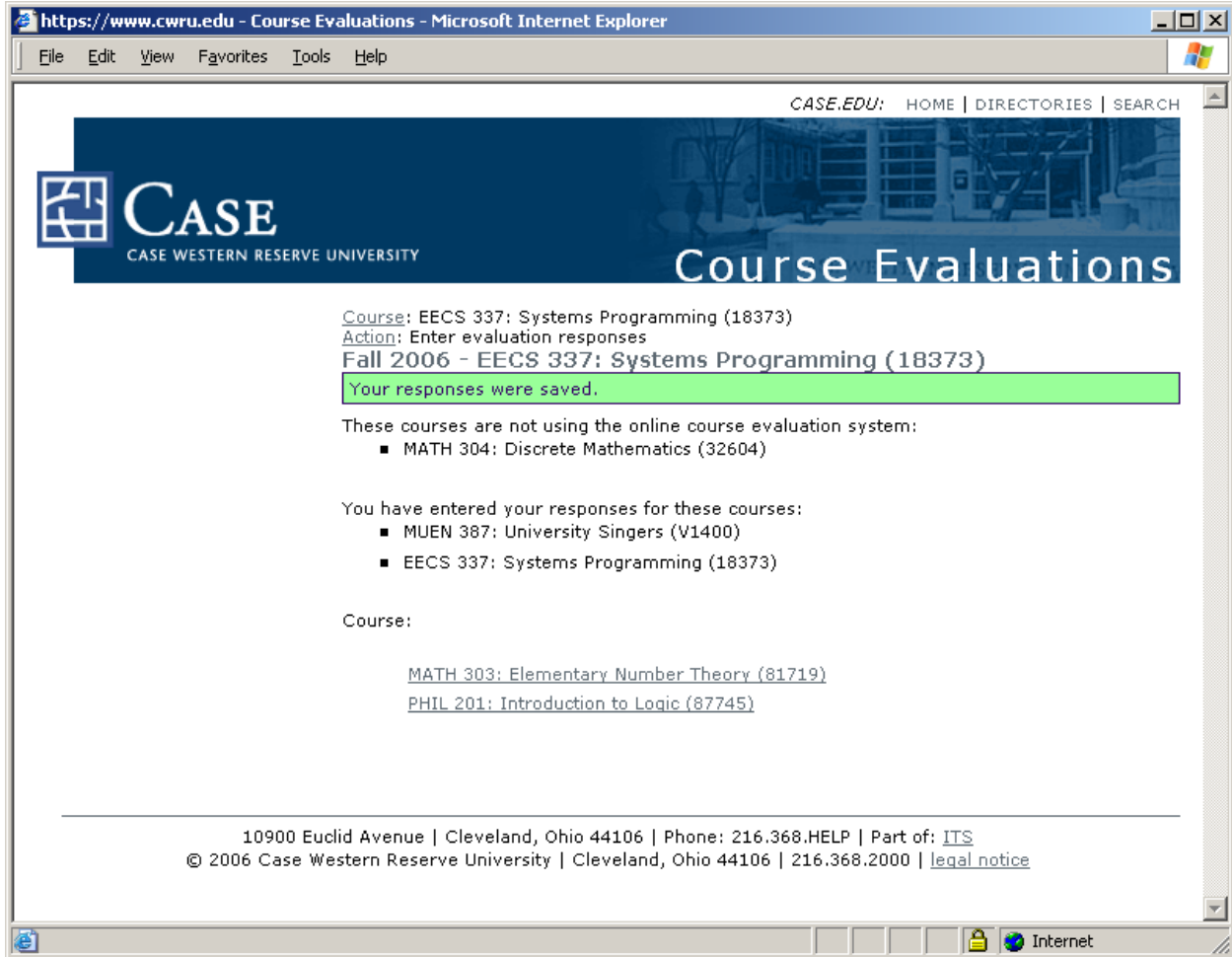
The student would be allowed one last chance to review their responses before the evaluation is finalized for this particular course.



Note that the page warns the Student that they will not be able to change these responses after submission.



After the student finalizes the evaluation, they would be returned to the Summary Student View.



This page would include a message indicating that the evaluation has been successfully saved. The course would no longer be available for evaluation. Once an evaluation for a course has been submitted, it is final. This requirement is what allows us to break the link between the student and the evaluation and preserve the anonymity of the student.



Appendix – Question/Response Inventory

The table below summarizes the questions/responses currently available in the system.

Question	Response Type	Valid Responses
How does this course fit into your academic program?	Multiple Choice	<ul style="list-style-type: none"> • Required by my major • Option or technical elective in my major • Required by core, minor, or sequence • Open elective
What is your current standing at the University?	Multiple Choice	<ul style="list-style-type: none"> • Freshman • Sophomore • Junior • Senior • Graduate Student • Other
Given your background, how would you rate the pace of the course?	Multiple Choice	<ul style="list-style-type: none"> • Very fast • Rather fast • Moderate • Rather slow • Very slow
Given your background, how would you rate the work load of the course?	Multiple Choice	<ul style="list-style-type: none"> • Very heavy • Rather heavy • Moderate • Rather light • Very light
The instructor has an effective command of teaching this subject.	Strongly Agree/Strongly Disagree	<ul style="list-style-type: none"> • Strongly Agree • Agree • Mixed Feelings • Disagree • Strongly Disagree • Not Applicable
The instructor speaks and writes clearly.	Strongly Agree/Strongly Disagree	(same as above)
The instructor's expectations of what I should be learning are clear to me.	Strongly Agree/Strongly Disagree	(same as above)
Course procedures (assignments, tests, grading) have been clearly explained.	Strongly Agree/Strongly Disagree	(same as above)
The instructor is able to motivate students' learning of the subject.	Strongly Agree/Strongly Disagree	(same as above)
The instructor encourages questions and/or appropriate discussions about the subject.	Strongly Agree/Strongly Disagree	(same as above)
The course stimulates critical thinking.	Strongly Agree/Strongly Disagree	(same as above)
The course is conducted in an atmosphere of mutual tolerance,	Strongly Agree/Strongly Disagree	(same as above)

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courtesy, and respect.		
Students are informed of their progress in a timely manner.	Strongly Agree/Strongly Disagree	(same as above)
Grading is done fairly.	Strongly Agree/Strongly Disagree	(same as above)
Adequate assistance is available to students outside of class time.	Strongly Agree/Strongly Disagree	(same as above)
The textbook and/or supplementary materials are useful.	Strongly Agree/Strongly Disagree	(same as above)
Your overall rating of the course.	Excellent/Poor	<ul style="list-style-type: none"> • Excellent • Very Good • Good • Fair • Poor • Not Applicable
Your overall rating of the instructor.	Excellent/Poor	(same as above)
Your overall rating of the teaching assistant.	Excellent/Poor	(same as above)
Your overall rating of the laboratory.	Excellent/Poor	(same as above)
What did you like best about the course?	Freeform	N/A
How could the course be improved?	Freeform	N/A
Any additional comments?	Freeform	N/A