

# Academic Affairs Update: Electronic Evaluations

## Evaluation System: Faculty FAQ

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There have been a number of questions brought to attention of AA regarding how the electronic course evaluation system works. Below is a listing of these along with responses.

- Did the evaluation questions change when electronic evaluations were implemented?

No. Questions presented through the electronic evaluation system are identical to those previously provided on the paper evaluations.

- Which students may participate in the evaluation of my course?

Evaluation availability is driven by Banner registration records. Initial availability is built on pre-registration data. As enrollments change during the semester, these pre-registration records are modified to account for:

- Students registering after census are automatically added.
- Students withdrawing after census are automatically removed.
- Students who drop classes before census, however, are *currently* not removed automatically. CCIT is fixing this issue. Fix will be in place for Spring, 2015 evaluations.

- Can I proactively remove students from my course in Blackboard to prevent them from providing what I believe will be negative evaluations?

*Currently*, faculty can remove students from Blackboard to prevent them from evaluating the course if an instructor does this *before* Blackboard rosters are pulled into the evaluation system. In this case, the student is completely removed from the Blackboard site, not just from the evaluation process.

This, however, *will change for the Spring, 2015*. If a faculty member removes a student from a Blackboard course who should still be enrolled in the course, that student will be automatically added back to Blackboard.

- I don't use Blackboard for my course. How are evaluations done in this case?

It does not matter if the faculty uses Blackboard or not, an evaluation for the course is created either way and enrollments are collected via Blackboard.

- Do I have to provide scheduled class time for student completion of evaluations?

No. You will, however, likely receive a better response rate to the evaluation process if you conduct them during scheduled class time.

- Can I see individual student results?

No, faculty cannot see the evaluation results submitted by individual students. *In the Spring, 2014* faculty could see which students had submitted evaluations. *Starting in the Fall 2015*, however, this functionality was not enabled and faculty currently only see the percentage of students who have submitted evaluations.

- I teach one or more sections of a multi-section course. Do students need to select me as an instructor, and could they select other instructors for evaluation purposes?

As configured in Spring and this Fall, 2014, except for those courses manually changed mid semester, yes students had to proactively select you as their instructor.

Moving forward, however, course coordinators may request alternate course configurations in Blackboard that would provide tighter control over which students may evaluate which instructors. See the accompanying pages for more details.

- Can I request that Teaching Assistants in my course also get evaluated?

Yes, if Teaching Assistants (TAs) need to be evaluated they must be as TAs in Blackboard. If you do not want TAs to be evaluated, but still give them access to Blackboard as a TA, a new role is available in Blackboard called “TA not evaluated.”

There is also now an “Instructor No Eval” role in Blackboard for instructors who should *not* be evaluated by require full access to a Blackboard course.

- If students evaluate multiple instructors in one course, do they need to evaluate each instructor separately?

No. Each evaluation question is presented separately for each instructor and teaching assistant and contains their name in the question body. To see what this looks like, please see <http://inside.mines.edu/ACAD-Evaluations>

- Are all courses opened to course evaluation?

No. The following courses are not evaluated:

- CSM101 courses are not evaluated with this system.
- 700 level courses are not evaluated.
- Independent Studies are not evaluated.

- When and where can I see my evaluation results?

Evaluation results are available through Blackboard and can be accessed two days after final grades have been posted.

- Am I the only person who can see my evaluation results?

No. Department Assistants and Department Heads have access to all Department Evaluation's. Summary evaluation results are also available through the Library a few days after the close of the evaluation.

- As Department Head, is it possible to view only the evaluations for a single course, or single instructor? Or, do I have to manually sort through all of the courses offered in my department to collect this information?

Yes, it is possible to view a selection of courses/sections. While the department's entire course offerings are initially shown, Department Heads may use the search option provided to select and display only those courses taught by a specific professor, or to select and display only those sections of a specific course (i.e., all sections of calculus I).

## Options for Defining Course Evaluations in Multi-Section Courses

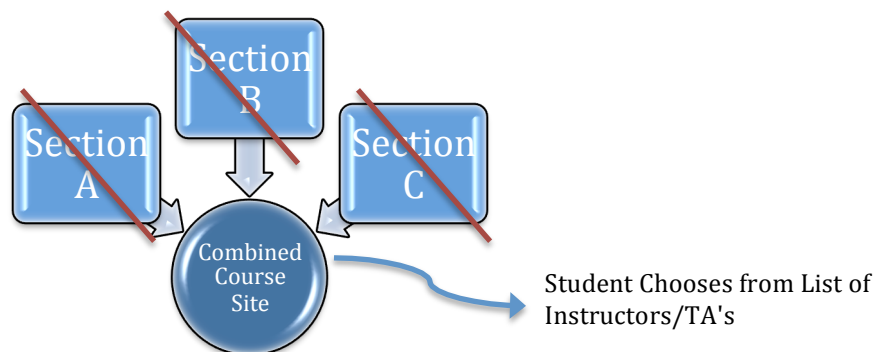
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### Default Option

Each section in a course is treated as an independent course for evaluation and content purposes.

### Combined Section Option 1

- Several sections of a course are combined into one Blackboard site. **The original sections' sites are eliminated** from Blackboard.
- The **content** for all sections of that course may be uploaded and managed in just one combined site, as such course coordinators prefer to work with this aggregated section.
- For evaluation, when different sections of a course are combined, the students will receive a link to the course evaluation for this aggregated section. Before completing the evaluation, the students must **choose their specific section instructor(s)/Teaching Assistant(s) from the list of course instructors and TA's chosen by the coordinator who are available for evaluation.**
- In Blackboard, faculty members teaching each section see in **"My Courses"** just the combined course site and not all the original sections of this course.
- The **desire to create Blackboard combined sites and the desire to have the original, separate section sites removed from Bb** needs to be communicated by the course coordinator to the Blackboard Administrator, Jane Maurer, before classes start each semester.



## Combined Section Option 2

- Several sections of a course are combined into one Blackboard site. The **original sections' sites remain on Blackboard, but are unavailable to students, and are retained for evaluation purposes only.**
- The **content** for all sections of that course may be uploaded and managed in just one combined site, as such course coordinators prefer to work with this aggregated section.
- For evaluation purposes, evaluations are generated via the original sections only. Students do not have to choose between section instructors at the time of evaluation.
- In Blackboard, faculty members teaching each section see in **"My Courses"** the combined course site and the sites for all the original sections of this course. As such, the **"My Courses"** list will be longer. Instructors should, however, use only combined course for content upload and grading.
- The **desire to create a Blackboard combined site and retain the original, separate sections' sites on Bb for evaluation purposes** needs to be communicated by the course coordinator to the Blackboard Administrator, Jane Maurer, before classes start each semester.

