Faculty Course Evaluations

Course Evaluations: General Parameters

Point Loma Nazarene University contracts a third party, Campus Labs , to administer the IDEA web-based course evaluations. The Academic Deans' Center coordinates the course evaluation process and provides the training and support to faculty, staff, and students.

Below you will find information pertaining to the course evaluation process including links, definitions, processes, and the calendar. Please note that these include general parameters, but that a college or school may revise the calendar. Any deviation from the calendar would be communicated to the appropriate faculty.

It should also be noted that the response rate is important in order for the faculty member to gain insight into their teaching. Further, evaluations with low response rates are not considered in the process for promotion or tenure. For both reasons, it is highly encouraged that the faculty member pay special attention to methods of improving the response rate for their courses. Refer to "How do I improve response rates for course evaluations?" in the FAQ section below.

Important Links

- Student Access Link: **https://pointloma.campuslabs.com/courseeval/** (Provide this link to your students on the day you would like to have them complete the course evaluation.)

- Faculty Access Link: **https://pointloma.campuslabs.com/faculty** (Use this link to access your course evaluation(s). You may use this link to track response rates as well. Note that you will need to sign in as 'Faculty' using the drop-down menu.)

- Chairs and Deans Access Link: **Administration Link**

- ****TRAINING** Web Video** - "How to Access Your End-of-Course Evaluation Information"

- ****TRAINING** PowerPoint Presentation** - "Working Efficiently and Accurately"

Course Evaluation Timing

Course evaluations will begin approximately 2/3 of the way through the semester. Please check the timeline calendar denoting dates for specific elements of the course evaluation process. Again, these are general parameters used by the schools and colleges. Any deviation from the calendar will be communicated to the appropriate faculty.

Communication Concerning Courses to Evaluate

The Administrative Assistants will reach out to Department Assistants three weeks prior to the Objective Selection Form (see "Evaluation Terms and Process" below) opening. This will provide Department Assistants time to gather who wants which course evaluated. Adjuncts will continue to have each course evaluated.

Calendar

Evaluation Terms and Process

Objective Selection Form (OSF, formerly the Faculty Information Form, FIF)

OSF refers to the choice of objectives for a particular course. Objectives on the OSF default to "all items as important." In order to obtain better feedback, faculty should choose objectives appropriate to the particular course. Faculty, as content experts, should choose their own objectives, but if there is a question, it would be appropriate to ask the respective unit leader. Also, when there are multiple sections of the course, the unit may decide together what makes sense regarding appropriate objectives.

Faculty may choose objectives on the OSF from the moment they are informed the OSF has been opened until the course evaluation system is closed to students. Refer to the calendar for dates.

Email reminders will be sent to faculty every 3 days during the entire period that the OSF has been opened. However, during the last week, reminders will be sent every 2 days.

Custom Questions

Custom questions may be added to the evaluation. This is a separate function from choosing objectives for the OSF.

The ability to add custom questions is available to faculty beginning the first day the OSF opens, but ends on the day before the evaluation opens to the students. Refer to the calendar for dates.

Note that custom questions are not mandatory.

"Faculty Control Window"

The university is instituting a "faculty control window" over the implementation of student course evaluations. The day the student evaluations open, there will be a period of time before student email reminders will begin. This will allow the faculty member to have control over when he/she would like to disseminate the evaluation during class. For example, faculty often like to avoid course evaluations just before or just after an exam. With the "faculty control window," he/she would be able to schedule accordingly.

Within the "faculty control window," faculty are encouraged to use class time for students to complete the course evaluation. Faculty would need to provide the course evaluation link at the time they would like the evaluation to be taken. This can be done in a variety of ways (email during class, scheduled email via Boomerang, Canvas 'assignment', etc.) Since most students have access to a mobile device, this function should work well. However, as a redundancy, we suggest scheduling to have a laptop computer available from Media Services for use in your classroom. This should capture most of your students. For those that it doesn't, they will still have an opportunity to respond to the survey when the student email reminders begin.

The "faculty control window" will be open for a two-week period. Refer to the calendar for dates.

"Student Reminders"

As a redundancy, students will begin receiving email reminders two weeks after the "faculty control window" has ended and will last for a two-week period. Refer to the calendar for dates. Please note that if the student has already completed the evaluation they will not receive an email.

Bulletin

IDEA has modified the Student Ratings of Instruction (SRI) instrument. Please click on the following link to review the updated instrument:

http://ideaedu.org/services/student-ratings-of-instruction/introducing-the-updated-sri-instruments/

- Objectives Selection Form (see *Crosswalks*, and *Overview of Changes*)
- Diagnostic Feedback (see *Sample Instruments*)

There are a number of research notes, reports and papers published by IDEA. Here is a general link to the website: http://ideaedu.org/research-and-papers/. Some notable articles are listed below.

Teaching Evaluation and Number of Objectives Chosen:
http://ideaedu.org/wp-content/uploads/2014/11/Research_Note_3_NumberObjectives.pdf

Student Ratings of Teaching: A Summary of Research and Literature:
http://ideaedu.org/wp-content/uploads/2014/11/idea-paper_50.pdf

Teaching "Styles" and Learning Outcomes:
http://ideaedu.org/wp-content/uploads/2014/11/research4.pdf

Frequently Asked Questions

Why are course evaluations online instead of paper based?
After an initial pilot of an online process from the Office of the Deans in Fall 2009, the Faculty Resources Committee adopted the use of online course evaluations in Spring 2012 to reduce cost (staff hours allotted to processing paper evaluations), enable faster feedback, allow for a more controlled environment, and to facilitate courses being evaluated. There is an added 'green' benefit in a reduction of paper use. Beginning Fall 2015, the Office of the Provost chose Campus Labs to be the third-party contractor who hosts the online course evaluations. Campus Labs provides an enhancement such that students will be able to use electronic devices, such as data phones, to respond to evaluations which is thought to increase response rates.

Why use electronic course evaluations?
Using electronic course evaluations is an efficient way to collect data on student evaluations of courses and instructors. They eliminate the use of paper administrations, which is costly to the environment and limits the number of hours spent on manually compiling the data. They also provide a set of valuable tools to improve quality of instruction. For example, after the end of each semester, faculty can access student evaluation data and can decide on revisions in the course material or teaching methods. Another example, faculty members can track trends in their courses and determine if newly employed course material and teaching strategies are successful in the classroom.

How are response rates impacted in using web-based course evaluations?
Many faculty share the concern that response rates are lower with web-based course evaluations. This is a valid concern because smaller response rates could mean that the data is not representative of the student population in the course.

From previous studies most colleges see a sharp decrease in completed evaluations in the beginning of a transition to electronic evaluations. After a system is fully implemented and the procedures are standardized, response rates rise. With the addition of Campus Labs, it is expected that response rates will increase due to the ease with which students will be able to access the course evaluation (e.g., data phone, iPad, etc.).

For more information on response rates: http://www.youtube.com/watch?v=C2iHviVPs3k

How do I see the response rates for course evaluations?
Faculty can only access response rates while the web-based course evaluations are active. This helps fulfill the anonymity obligations to students.

You may view your real time response rates by logging into the following webpage with your Windows username and password:https://pointloma.campuslabs.com/faculty.

You will receive an email once the course evaluations for your students have closed and final grades are posted letting you know that you may review the full results.

How do I improve response rates for course evaluations?
Research shows that if students believe that the faculty members value course evaluations, they are more likely to complete course evaluations. Faculty can demonstrate the importance of course evaluations by doing one or more of the following:

- Give class time for evaluations. Notify students when class time will be given and remind students to bring laptops or smart phones to class or schedule class time in a computer classroom or lab. Completing the IDEA evaluation during class time demonstrates how important they are and also will maximize the number of students responding on the same day in the semester.
- Send an email shortly after the course evaluations open to let students know that they are available.
- Remind students in class several times while the course evaluation administration is in progress.
- Share with students how past course evaluations improved courses and teaching methods. (Example: "I've improved my course by including more review time before the final exam.")

What should I do if I receive an error message when I try to access my response rates or results?
When you access the course evaluation website, please make sure that you are using your current PLNU portal username and password.

If you are still having difficulty logging in, please contact Kami Walker by phone, 619-849-2221.

Where can I receive a consultation on how to use the data collected from course evaluations?
If you have questions about how to interpret your evaluation, please contact Dr. Jo Clemmons, Director, Center for Teaching and Learning at 619-849-2965 or joclemmons@pointloma.edu.

How do I access my results for course evaluations?
After final grades are posted, faculty members will receive an email informing them that they can view the results of their course evaluations. A summary report will be attached to the email, but if faculty members want to create a more personalized report, they can log into the following webpage with their Windows username and password: https://pointloma.campuslabs.com/faculty.

Contact Information
For further questions and concerns, please contact:

Kami Walker
Email: kamiwalker@pointloma.edu
Phone: 619-849-2221

Source:
https://my.pointloma.edu/ICS/Departments/Administrative_Offices/Academic_Affairs/Faculty_Course_
Evaluations.jnz