TO: The Academic Senate
FROM: The Faculty Affairs Committee (FAC)
SUBJECT: 12-13FAC 5 amended: Online Student Evaluations
PURPOSE: Action by the Senate
ACTION REQUESTED: That the Academic Senate approve the proposed plan for moving student evaluations online

BACKGROUND:
New contract language in the Collective Bargaining Agreement in Article 15, Section 15 reads: "All classes taught by each faculty unit employee shall have ...student evaluation...,” and, "results of evaluations may be stored in electronic format... .” These two new provisions bring a change to how departments at the University will need to process course evaluations. FAC proposes the following stepped process to fulfill the new contract language.

The Testing Office is gearing up to evaluate all Fall quarter courses, on-ground classes with paper Scantrons and online courses with the Class Climate software application. There is a task force comprised of Testing office staff, ITS staff, Donna Wiley, and Linda Dobb, who are working on evaluating the workload and capability of campus resources to use the Scantron product software, Class Climate (http://www.scantron.com/classclimate/), to use for online evaluations for all online-only courses. They are attempting to determine how they will be able to process the approximately 60,000 Scantron forms required to evaluate all courses. For Fall quarter, all but the online courses will need to be provided with access to some kind of paper course evaluation. The idea is to be able to evaluate the service to provide all courses, online as well as hybrid and face-to-face, with online evaluations for Spring 2013.

In its discussions, FAC recognizes the fact that moving to all online student evaluations poses the issue of a low return rate. To mitigate this, and using data and recommendations from SET’s literature review on the topic, they hope to provide students with information about the importance of their feedback to each instructor. We will also work with ASI to investigate ways to increase student participation in the course evaluations.
PROPOSED PROCESS:

1. In Fall Quarter 2012, all classes will be evaluated; online classes will be evaluated online; on-ground classes will be evaluated using the paper Scantron system.

2. For Winter Quarter 2013, all classes will be evaluated; online and hybrid classes will be evaluated online; Academic Affairs will ask departments to volunteer to evaluate their on-ground classes using online evaluations. In this pilot quarter, the effectiveness of only the technical process of using the updated version of Class Climate will be evaluated.

3. For Spring Quarter 2013, if the software pilot of Winter 2013 works smoothly, all classes will be evaluated online.

4. During the Summer Quarter, the Office of Testing and Assessment will be analyzing such things as comparative response rates between online and on-ground evaluations, the quantity and quality of written responses, and the comparative levels of evaluation rates between online and on-ground evaluations. The results of this evaluation will be reported to the Academic Senate in Fall 2013.

5. At the beginning of the academic year, faculty who wish to have two of their courses evaluated using paper forms may do so with the approval of their chair. As in previous years, the choice of the two courses will be determined by the faculty member and their chair.

Students will be notified online regarding the online course evaluations for each class and it is up to the faculty member to ask their students to only use the paper forms, or to use both, for the two courses that they want to have administered in paper.

The FAC Subcommittee on Student Evaluations of Teaching will also be revising the questions as well as reviewing a different online system. They hope to:

6. Pilot the new questions and the new system in Fall 2013 with volunteers from the committee.

7. If successful, bring the new questions forward to FAC and to the Senate for consideration.

8. If a new system is preferred, analysis of the new system--its strengths, weaknesses, cost will proceed throughout 2013-2014.

CONCLUSION:
The above plans have been made in order to comply with new changes to the Collective Bargaining Agreement and to explore implementation of utilizing the technology of the internet for collecting student evaluations. FAC voted as follows:

Yes 8
No 0
Abs 0