

## Student Evaluation of Instruction: University-wide Instrument Clarifications and Best Practices

- A new university-wide course evaluation (delivered through the SmartEvals system) has been developed and approved by Faculty Senate to replace IDEA. The university-wide instrument will continue to be required of all courses in the Spring semester (includes winter-session). Any courses that have been exempted from IDEA will continue to be exempted with the new instrument.
- While a feature was being considered that would block Moodle grade book access until a student had completed the course evaluation, this feature will *not* be utilized.
- In Fall and Summer semesters, departments may continue to use a departmentally-approved instrument, and *do not* have to administer them through the SmartEvals system. They can continue to use paper/bubble-sheet delivery, administer through a Moodle questionnaire, etc.
- Departments may choose to use the university-wide instrument through SmartEvals if they wish. Departments that have used IDEA as their instrument will need to either change to the new university-wide instrument or develop their own to replace it. Reminder: IDEA is a copyrighted instrument.
- All UI100 courses (every semester) will use the university-wide instrument.
- Department administrative assistants are not involved in the SmartEvals system usage. Faculty must log in to add additional questions. Results will be available to the faculty online the day after the final grade reporting window closes.
- When the university-wide instrument is being used, faculty may (and should!) communicate some information about it *before* the evaluation opens. CSTL will send an email to all students when the window opens, but especially when students are first experiencing it, the CSTL email should not be the first time they are made known about it.
- In face-to-face, blended, and ITV courses, faculty are *strongly* encouraged to devote a portion of class time to letting students complete the evaluation (just as one would with paper evaluations). Encourage students to bring a phone/tablet/laptop that day (or schedule a computer lab) on the planned day.
- If face-to-face, blended, and ITV sections use a portion of class time for students to do the evaluations, the following should be read before students begin: “Information gathered from course evaluations is used to improve and maintain effective instruction and course design. Any information included in your evaluation responses will anonymous, and will not be available to the instructor until after final grades are posted. Your responses will remain anonymous after the faculty gains access to the evaluation reports. Please answer honestly to help faculty determine aspects of instruction to retain as well as those which might be improved.” This statement will also be included on the Moodle opening page once the evaluation window opens so those students accessing it exclusively online will see it. Online faculty should consider adding it to their Moodle course announcements newsfeed or in direct messages/email.
- Instructors should step out of the room while evaluations are being done to reduce/eliminate any perception of intimidation.

- The window for completing evaluations using the SmartEvals system will be as follows:
  - 8-week and 16-week courses: the last two weeks of regular classes. During the Fall and Spring semesters, first-8-week classes will close on the last Thursday of the session to allow for the final exam on the last day of the session.
  - 4-week and 6-week courses: the last week of classes, opening the Saturday after the drop date and closing the Thursday before the final day of classes.