

MEMORANDUM

January 19, 2006

To Lynn Shepherd, UAS Faculty Senate President
From Ad Hoc On-Line Evaluation Committee
Lisa Hoferkamp, Math & Natural Science Senator
Robin Walz, Social Science Senator
Yuliya Ivanova, Business, Public Administration & Information Systems Senator
Re On-Line Course Evaluation Form

As charged, the Faculty Senate ad hoc committee on on-line course evaluations met to consider faculty concerns about the on-line course evaluation form. After deliberation, we recommend the following changes to the on-line course evaluation form used on UAS Online.

- **Course & Instructor Evaluation.** Recommendation (1): Four questions, two concerning the course and two the instructor. The specific questions are given in the Sample Course Evaluation form, below. Also, the numerical scale 1-5 (not 0-4; 0 is not a value) should appear over the corresponding boxes (since reporting is given as a numerical, not descriptive, value). Recommendation (2): An instructor should be permitted to add up to four additional items to this list (immediately following the standard four, before the comments box appears – definitely *not* at the bottom of the evaluation). The four-time limitation is meant to keep instructors focused upon what is important and essential, to avoid “laundry listing” countless items.
- **Skill Development.** To monitor course agreement with program assessment plans, the committee agrees that it is important to gather this data. However, not all skill competencies apply to all courses. Recommendation: The default setting for any course shows all six competencies, but individual instructors should have the option to *turn off* (i.e., remove, make disappear) any competencies that are not applicable to a particular course. In determining which competencies apply and which do not, instructors are encouraged to consult the matrixes from their program assessment plans.
- **Technology and Equipment.** Recommendation: This should appear as a link on the evaluation form; that link would open a window with applicable question(s) and comment box.
- **Instructor Utilization.** Recommendation: Eliminate this.
- **Library Resources and Services.** Recommendation: This should appear as a link on the evaluation form; that link would open a window with applicable question(s) and comment box.

Final Recommendation: For course and instructor *improvement* (as distinct from on-going assessment), we recommend a *mid-term evaluation* using the “Survey” option in the “Assignments” box in UAS Online.

SAMPLE COURSE EVALUATION

1. Course and Instructor Evaluation

	Strongly Disagree					Strongly Agree	
	1	2	3	4	5		
A. This course increased my knowledge of the subject.	[]	[]	[]	[]	[]	[]	[]
B. The organization of the course and evaluation criteria were clear.	[]	[]	[]	[]	[]	[]	[]
C. The instructor created an environment conducive to student learning and dialog.	[]	[]	[]	[]	[]	[]	[]
D. The instructor did a good job overall.	[]	[]	[]	[]	[]	[]	[]

[Up to four additional items may be added to this list by the instructor and would appear here.]

Comments on Course and Instructor:

2. Skill Development

The course provided opportunities to improve your

	Strongly Disagree					Strongly Agree	
	1	2	3	4	5		
A. Communication skills (such as the ability to write, read, and listen effectively).	[]	[]	[]	[]	[]	[]	[]
B. Quantitative skills (such as analytical and mathematical reasoning).	[]	[]	[]	[]	[]	[]	[]
C. Critical thinking skills (analyzing, interpreting, synthesizing, or applying ideas and information).	[]	[]	[]	[]	[]	[]	[]
D. Computer usage skills (such as word processing, e-mail, spreadsheets, graphics).	[]	[]	[]	[]	[]	[]	[]
E. Information literacy skills (the ability to identify, locate, gather, analyze, and integrate data, information, or supplemental sources).	[]	[]	[]	[]	[]	[]	[]
F. Professional behavior skills (such as time management, collegial respect, interpersonal relations, ethical decision-making, and community services).	[]	[]	[]	[]	[]	[]	[]

[By default, all six competencies appear; instructor may remove those that are not applicable.]

Comments on Skill Development:

If applicable to this course, please use these links to evaluate:

[Option: Links only appear if applicable, at instructor's discretion.]

3. Technology and Equipment [Link]

4. Library Resources and Services [Link]