Online Course Evaluations

WHO
Per Policy ACAD-131...
- Courses with 6+ students enrolled. This is a change for:
  College of Business, College of Science, University College (had been 5)
  College of Education (had been all courses)
- Instructors with smaller classes may request them but must inform students that they’re optional.
- Specific courses (generally internships & independent study) may be excluded per the Dean.

WHEN
Per Policy ACAD-131, course evaluations will be available to students...
- Regular Semester: during the 14 days prior to first day of finals
- Short & Summer Semesters: during the 7 days prior to end date listed in Datatel
- Courses with Odd End Dates: during the 14 days prior to end date listed in Datatel

*Per Provost Byington on 10/18/13, “days” are to be interpreted as class days

HOW
Per Policy ACAD-131, course evaluations will be made available to students online.
Students will be invited to complete evaluations via an e-mail with a unique link to the online survey:
  - The invitation will go to their coastal.edu address on the day evaluations become available.
  - The invitation will come from “Course Evaluations” with the address “snapsur@coastal.edu” and the subject line
    “Course Evaluations for [Semester] [Year].”
  - They’ll receive one e-mail per date grouping (Regular Fall, Fall II, etc.).
  - The link will take them to a list of all of their applicable courses in that date grouping.
  - Students who’ve not completed the surveys after the halfway mark will get a reminder invitation.

Sample e-mail invitation

From: Course Evaluations <snapsur@coastal.edu>
To: Molly French
Cc: 
Subject: Course Evaluations for Summer I 2013

Dear Molly,

We strive for continual improvement in the education process at Coastal Carolina University and your feedback is very important to us. Please click on the following link to complete your course evaluations:

http://snap.coastal.edu/snapwebhost/s.asp?key=137873348207&uid=4BE5E474 u=009

Your responses are completely confidential and anonymous.

NOTE: If you are enrolled in another course that is not listed due to different start/end dates, please watch your email for an additional evaluation invitation.

Thank you,
Institutional Research
WHAT
Students can open the survey on any device – laptop, tablet, smart phone, etc. They'll see a screen similar to the sample below when they follow the link in their e-mail:

Course Evaluations
Coastal Carolina University strives for continual improvement in the education process and values your honest feedback. All responses are anonymous.

Please note:
- Rating scales may change from course to course.
- Evaluations for Distance Learning courses have additional questions to complete.
- Courses with fewer than 6 students enrolled will not be evaluated unless requested by the faculty member.
- Some courses (generally internships & independent study) may be excluded per the Dean of the college.
- Courses in Fall I and Fall II and those with start/end dates different from the semester's standard will be listed separately from regular semester courses; you'll receive a separate e-mail invitation for those courses.

Please click on the following link(s) and complete your course evaluations.

- After submitting an evaluation for each course, the survey links back to an updated list of courses until all are complete.
- Each college still has their own evaluation questions and scale (no change).
- All distance-learning courses get an additional set of dl-specific questions (no change).
- All courses, regardless of college, will be given the following “comment” questions:
  
  “Please identify the strengths of your instructor.”
  “Please identify the weaknesses of your instructor.”
  “Feel free to comment on any other matter related to the teaching of this course or the course itself.”

- Click here to see a sample of the course evaluation survey:
  http://snap.coastal.edu/snapwebhost/s.asp?k=137873348207&i=4BE5E474 u=009

RESULTS
- Results for all of the date groupings will be compiled together in one report per college.
- All student comments will be handled by IRAA and will be reported exactly as written.

BENEFITS
- IRAA anticipates a substantially faster turn-around time for the release of results than was feasible with paper surveys.
- No more typing/copying comments for department admins.
- Tremendous paper savings; last year alone more than 84,000 faculty evaluations were printed campus

Questions? Molly French, Institutional Research Analyst
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