Course Description:
Course evaluations play an essential role in the assessment of our continuing education sections. These evaluations are used to gather con ed student characteristics and evaluate the effectiveness and quality of instruction. A member of the Planning, Institutional Effectiveness and Research (PIER) department will lead you through the procedures to prepare and administer the course evaluations. Topics discussed will include the selection of sections to be surveyed, the process for distribution, timelines and the reports provided.

Audience:
• Department chairs
• Administrative assistants
• Con ed course managers
• Anyone involved in con ed section set-up and/or administration

Course Length:
• 1 hour

Prerequisites:
• None

Course Outline (cont’d):
• Information provided
  ✓ Monthly reports
  ✓ Quarterly reports
  ✓ Analysis
  ✓ How are the reports being used?

• FAQ’s

Course Outline:
• The basics
  ✓ What are continuing education course evaluations?
  ✓ Background
    ▪ Operational objective
    ▪ Project goals
    ▪ History
    ▪ Statistics

• Selection of sections to receive surveys
  ✓ Time line for selection
  ✓ Using Query Builder to retrieve section data
  ✓ Course point-of-contact responsibilities
  ✓ Information to send OAR

• Administering evaluations
  ✓ Packets
  ✓ Contents
  ✓ Overview of evaluation form and questions
    ▪ Demographics
    ▪ Instructional feedback
    ▪ Additional comments

For more Technical Training information, visit:
http://info.csmd.edu/Training/technical

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ConEdCourseEval.ppt updated 1/21/15