Course Description:
Instructor evaluations play a vital role in the assessment of our credit course sections. These evaluations are used to gather information from our students to determine their class expectations and to 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 instructor evaluations. Topics discussed will include types of evaluations, the selection of sections to be surveyed, the process for distribution, timelines, the result reports provided and much more.

Audience:
• Department chairs
• Administrative assistants
• Course managers
• Anyone involved in credit course section set-up and/or academic administration

Course Length:
• 1 hour

Prerequisites:
• None

Course Outline:
• The basics
  ✓ What are credit course instructor evaluations?
  ✓ Forms
    ▪ Paper for on-campus classes
    ▪ Web based for online classes
  ✓ Types
    ▪ Formative
    ▪ Summative
  ✓ Information collected
  ✓ Time lines
  ✓ Review samples

• Selection of course sections to receive surveys
  ✓ Using Query Builder to retrieve section data
  ✓ Department chair responsibilities
  ✓ Information to send PIER

• Administering web-based surveys
  ✓ Site location
  ✓ Availability timelines

Course Outline (cont’d):
• Administering paper surveys
  ✓ Survey packets
  ✓ Contents
  ✓ Labeling
  ✓ Procedures and responsibilities

• Reports and the information provided
  ✓ Instructor Semester Summary
  ✓ Course Detail Summary
  ✓ Faculty Averages

• FAQ’s

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

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