

University Course Assessment

formerly known as the Faculty Course Evaluation (FCE)
Guideline & Actions For Academic Department Administrators

PREFACE

The university faculty senate passed a revised course evaluation tool in spring 2007 to be implemented starting Fall 2007. The university course assessment is the ‘new’ course evaluation that replaces the formerly known faculty course evaluation aka FCE. The university course assessment contains 3 questions asking students to rate the course, the instructor and any relevant comments. The guidelines and steps to review and flag an evaluation is very similar to the former FCE process.

WHO SHOULD USE THE UNIVERSITY COURSE ASSESSMENT?

The University Course Assessment instrument is for:

- course instructors who are responsible for an entire course e.g. setting course objectives, designing materials and assessments, setting course policy and determining grades;
- graduate students teaching their own courses or hired to teach courses outside their home department *with a signed graduate instructor consent form*;
- courses with an enrollment of three (3) or more students e.g. courses with an enrollment of 1 will not be evaluated with the on-line system to maintain the anonymity of the student; courses with an enrollment of 2 will not be evaluated to support the 35% response rate rule by faculty senate.

The University Course Assessment instrument is NOT for:

- instructors of recitations or labs or other activities that are a component of a course ...

Generally, each course should have only one course assessment. Thus, recitations and labs should be NOT be evaluated. There are other options for faculty or students serving as recitation or lab leaders. See ‘Other Resources’ section for more details;

- several specific colleges and departments on the Pittsburgh campus...

These colleges and departments are automatically excluded from the university course assessment system. The parenthesis indicates the course number prefixes.

- ROTC (30,31,32)
- Tepper School of Business graduate programs (45,46,47)
- Physical Eduniversity course assessmenttion(69)
- The Heinz School graduate programs (90,91,92,93)
- Information System Management-Masters (95)
- Student Taught Courses-STUCO (98)

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- Courses and sections conducted or meeting on campuses other than the Pittsburgh campus
 - Qatar campus (sections W, X, Y, Z)
 - West Coast Campus(96)
 - Greece, Japan; Singapore; New York; Australia, etc...

REQUIRED ACTIONS

- **University Course Assessment Report**

You can find the relevant semester/mini university course assessment report located at this website: <http://www.cmu.edu/hub/forms/asoc.html> under the - University Course Assessment Information section.

1. Open the report (PDF format).
2. Search for your department.
3. Print those pages.

The report will list the dept, course number, course title, course section, section type, required lecture, actual size, evaluate flag, last name of instructor, first name of instructor, instructor type, AndrewId, and a warning column.

- **Setting the Evaluate Flag**

Use the SIS:RSU2 screen to appropriately flag the **evaluate** field to **Y (yes)** or **N (no)** before the posted deadline date. Check with the instructor and department head before setting the evaluation flag for courses taught between Carnegie Mellon University and another college/university. See the hints below.

1. Courses in departments and colleges that are excluded from the system (see above) must be flagged as **N (no)**.
2. Courses and sections conducted or meeting on campuses other than the Pittsburgh campus (see above) must be flagged as **N (no)**.
3. Some departments have specific policies regarding the university course assessment. Check with your department head for internal department policies regarding course assessments. You are responsible for making sure that the flags comply with the policies set by your department.

Examples:

- Is there a minimum enrollment for evaluations, such as 5 or more students?
- Do all junior faculty have to be evaluated?

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- Do senior faculty have a choice?
 - Are independent study/reading courses evaluated?
4. Recitations or labs or other activities that are a *component* of a course should be flagged as **N (no)**.
5. Verify the evaluate flag with the instructor!
- a. Our office emails course & evaluate flag confirmation to each instructor of record (except for instructor TBA) near the 10th day of class. They are asked to contact you for any course or evaluate flag changes.
 - b. For courses with multiple instructors, if a section is flagged to be evaluated, *ALL* instructors listed for that section will be evaluated.
6. For courses taught between Carnegie Mellon and another university/college:
- If the course is taught by a Carnegie Mellon instructor with a valid AndrewID and the course is listed as a Carnegie Mellon course, only students on the Carnegie Mellon roster with an valid AndrewId will be able to evaluate the course. Students who do not have a valid AndrewID will not be able to evaluate the course.
 - If the course is taught by an instructor who is NOT from Carnegie Mellon; the course is listed as a Carnegie Mellon course but the instructor does not have a valid AndrewID, no one will be able to evaluate the course.
 - If the course is taught by an instructor who is NOT from Carnegie Mellon; the course is listed as a Carnegie Mellon course and the instructor has a valid AndrewID, only students on the Carnegie Mellon roster with an valid AndrewId will be able to evaluate the course.
 - If the course is taught by an instructor who is NOT from Carnegie Mellon and the course is NOT listed as a Carnegie Mellon course, no one will be able to evaluate the course.
7. **A few more steps for courses flagged as evaluate = Y (YES)**

For all courses flagged as evaluate=Y (yes), please *carefully* review and confirm the following information before the deadline.

1. Review the University Course Assessment report for any warnings. The system will not create an evaluation for a course with the following warnings:
 - No Instructor
 - Missing AndrewId
 - Low enrollment (any class with the enrollment of 2 or less students)

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Action:

Make corrections to the flags or address the warning before the deadline.

2. Make sure the correct instructor(s) is listed for each course! There are legal implications if the instructor is not correct.
3. If a cross-listed course is set as evaluate = Y, all associated cross-listed courses in departments who participate in the university course assessment should be flagged the same. You can check how the flags are set on the relevant University Course Assessment report for other departments or check with the cross-listing department directly to verify the flag!
4. Make sure that graduate students teaching their own courses sign the graduate instructor consent form' including students hired to teach courses outside their home department. The form can be found at:

<http://www.cmu.edu/hub/forms/asoc.html> under the University Course Assessment heading

This is a LEGAL requirement. This form is a contractual agreement permitting Carnegie Mellon to release course assessment results. If a graduate student does not have a signed waiver then set the evaluation flag to 'N'. Please make a copy for your department and send the original form to Enrollment Services, Warner Hall A19 before the final grade deadline. Enrollment Services will not check that a form matches the evaluate flag. This is the responsibility of the department.

WARNING: What About Changes After the University Course Assessment Deadline?

No changes to the instructor or evaluate flag can occur during the assessment process. So please review your data carefully.

Other Assessment Resources?

The Eberly Center has both early course and end-of-course evaluation instruments designed to address the specific roles and responsibilities of teaching assistants in different instructional settings, such as discussion recitations, problem-solving recitations, labs, studios, grading, and/or project management. Many departments already use these instruments or some variation of them. These instruments are available for downloading at

<http://www.cmu.edu/teaching/assessment/endcourseeval-TA.html>

Your department is responsible for entering data, tabulating and maintaining results from these instruments. The results cannot be part of the university course assessment system.

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Questions - Issues?

Questions or issues should be directed in writing to: js81@andrew.cmu.edu