

FACULTY COURSE EVALUATION FLAG GUIDE

PREFACE

The University Faculty Senate passed a revised course evaluation tool in October 2009 to be implemented starting spring 2010. The resolution included the following:

- The period for evaluations will extend until the end of finals week.
- There are eleven survey questions and a comments section.
- This version is to remain for six years.
- Remove any view restrictions (lift the 33% view results).
- Delivery of the FCE is online.

This guide provides the steps for departments to flag courses and sections requesting an FCE (Faculty Course Evaluation).

WHO SHOULD USE THE FACULTY COURSE EVALUATION?

The faculty course evaluation 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. Instructors must have a valid and active Andrew computer id **AND** listed as the instructor for the course.
- Graduate students teaching their own courses (not assisting) or hired to teach courses outside their home department. A signed graduate instructor consent form is required. Refer to step 8 for more details.
- Courses with an enrollment of two (2) or more students, e.g. courses with an enrollment of 1 will not be evaluated to maintain the anonymity of the student. Cross-listed courses with enrollments of 1 will be merged with the home cross-listed course as long as the home cross-listed course has two (2) or more enrollments.

The Faculty Course Evaluation 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. Refer to 'Other Resources' section for more details.

- Specific colleges and departments on the Pittsburgh campus...

These colleges and departments are automatically **excluded** from the faculty course evaluation system. The parenthesis indicates the course number prefixes.

- ROTC (30,31,32)

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- Tepper School of Business graduate programs (45,46,47)
- Physical Education (69)
- Student Taught Courses-STUCO (98)

Department Administrator Actions for Coding the FCE Flag

1. **Flag Report:** Under Helpful Links of Faculty Course Evaluation Information web page <http://www.cmu.edu/es/fce-info.html> contains a few links regarding the FCE, specifically the FCE Flag Report. This report is a snapshot of course/sections regarding the fce (evaluate) flag in S3 for a specific semester. The report will list the location, department, course number, course title, course section, section type, required lecture, actual size, evaluate flag, last name of instructor, first name of instructor, instructor computerid, and any FCE warning that will prohibit the launch of the FCE.
 - a. Open the report (PDF format).
 - b. Search for your department.
 - c. Print only those pages.
2. **College/Department FCE Policies:** Some departments have specific policies regarding the faculty course evaluation. Check with your department head for internal department policies regarding course evaluations.

Examples:

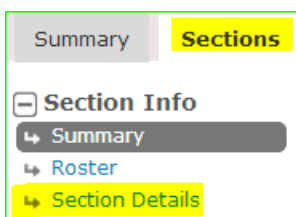
 - a. Is there a minimum enrollment for evaluations, such as 3 or more students?
 - b. Do all junior faculty have to be evaluated?
 - c. Do senior faculty have a choice?
 - d. Are independent study/reading courses evaluated?
3. **Review/Check each Instructor FCE Flag:** Check with the instructor regarding the appropriate flag. The department is responsible that the flags comply with the policies set by your department and within this guide. There are legal implications if the instructor is not correct as well, so please be sure the correct instructor is listed for the course/section.
 - a. **Multiple Instructors:** if a section is flagged to be evaluated, **ALL** instructors listed for that particular section will receive a separate evaluation.
 - b. **Cross Listed Courses:** The FCE system will **not** automatically include the cross-listed courses. If a cross-listed course is set as evaluate = Y, all associated cross-listed courses in departments who participate in the faculty course evaluation should be flagged the same. Departments can check how the fce flags are set on the relevant faculty course evaluation report for other departments on S3 or check with the cross-listing department directly to verify the flag.
 - c. Recitations or labs or other activities that are a *component* of a course should **NOT** be flagged. Please set to **N (no)**. Our office reviews all courses-sections that are flagged for FCE's. We will make changes appropriately for recitations and labs.
4. **Check for Warning Messages:** Review the FCE Flag report for any warnings. The FCE system will **not** create an evaluation for a course with the following warnings:
 - a. **No Instructor:** Update the instructor on S3: Course: Sections Tab: Section Details
 - b. **Missing Instructor AndrewId** (not an alias email id): Send the Andrew id to courses@andrew.cmu.edu to add to the database.
 - c. **Low enrollment** (any class with the enrollment of 1 or less students). Due to anonymity, a FCE will not deploy for one student.

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5. **Courses taught between Carnegie Mellon and another university/college:** This depends on the where the course is taught and who teaches the course.
 - a. 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 a 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.
 - b. If the course is taught by an instructor who is NOT from Carnegie Mellon, the course must listed as a Carnegie Mellon course. And, the instructor must have a valid AndrewID. Only students on the Carnegie Mellon roster with a valid Andrewid will be able to evaluate the course.

6. **Graduate Students Teaching their Own Course:** Make sure that graduate students teaching their own courses or students hired to teach courses outside their home department fill out and sign the graduate consent form. The form can be found under Helpful Links <http://www.cmu.edu/es/forms/fce-consent.pdf>. This is a LEGAL requirement. This form is a contractual agreement permitting Carnegie Mellon to release course assessment results to the public. If a graduate student does not have a signed waiver then set the evaluation flag to 'N'.
 - a. Please make a copy for your department and send the original form to Enrollment Services, Warner Hall A19 before the final grade deadline.
 - b. The University Registrar's Office will not check that a form matches the fce evaluate flag. This is the responsibility of the department.

7. **S3 changes:** Modify, if appropriate, the 'evaluate' flag on the S3:Course: Sections Tab: Section Info->Section Details screen by the deadline.



Section Details for semester: Spring 2014 and section: A

| SHORT TITLE | MINI | UNITS |
|----------------|------|-------|
| MODERN BIOLOGY | No | 9.0 |

| | | | |
|----------------------|--|------------------|--------------------------|
| Confirmation: | Confirmed | Location: | Pittsburgh, Pennsylvania |
| Section Type: | Lecture | Calendar: | PGH Full Sem S14 |
| Required Lecture: | | Final Exam: | Yes |
| Max/Section: | 250 i | Evaluate Course: | Yes |
| Special Short Title: | | | |
| Special Long Title: | | | |
| Classroom Media: | | | |

Edit

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8. **Verify your corrections before the deadline:** Please use the SDW Canned Queries to verify department fce flags are correct by the deadline. Again, this data loads in a separate application, so the evaluate flags need to be correct by the deadline.
9. The FCE flag report does **not** need to be returned to the University Registrar's Office since it is just a flag setting.

Adding/Deleting a Course/Section AFTER the FCE Flag Deadline?

Once we import the FCE data to the FCE system, we cannot easily add a course/section to the FCE system. And, adjusting the evaluate flag on the S3: Course: Sections Tab: Section Info->Section Details screen will **NOT** automatically prompt the course/section to be added or removed to/from the FCE system once we import the data. Also, any changes must be approved by the University Registrar and Department Head. Please contact uro-fce@andrew.cmu.edu to add or delete the course/section.

Options:

If the course cannot be added by the FCE system, your department can distribute the paper FCE for a specific circumstance as long as the paper fce is distributed and collected by someone other than the instructor. The department is responsible for tabulating and maintaining those results internally. The results cannot be added to the university faculty course evaluation system. A copy of the current FCE question set is located at <http://www.cmu.edu/es/fce-info.html> under Helpful Links called: **FCE Questions**.

Other Assessment Resources?

The Eberly Center addresses the specific roles and responsibilities of teaching in different instructional settings, such as discussion recitations, problem-solving recitations, labs, studios, grading, and/or project management <http://www.cmu.edu/teaching/assessment/>

Questions - Issues?

Questions or issues should be directed in writing to: uro-fce@andrew.cmu.edu or Joy Cavaliero, Senior Associate Registrar at extension 8-1907.