

FACULTY USER GUIDE: ON-LINE COURSE EVALUATIONS

Who: A subcommittee of the Educational Affairs Committee (EAC)

Committee Members	Location	Extension
Carla Fraser	Registrar's office –MEM 101	7912
David Shefferman	Religious Studies-MGL 431	7459
Arno Kolz	Psychology-MEM 405	7896
Angela Grotto	Mgmt/Mktg-DLS 507	7135
Helene Tyler	Mathematics-RLC 2 nd Fl.	7365
James Whelan	SCPS/Mgmt – RLC 204	7591
Parisa Saboori	Mech Eng-RLC 207	7851
Hossain Azam	Civl/Envl Eng-LEO 309	7854
Tedd Keating	Kinesiology- ALM 209	7495
David Mahan	OIE – MEM 2 nd Fl.	7597
Jake Holmquist	ITS-RLC 1 st Fl.	7449

Purpose: Utilize enhanced technology to allow faculty to review student course evaluations and to continuously improve the student learning experience. **Vendor:** SmartEvals (Gap Technologies)

Advantages online: More cost effective, 'green', flexibility for each faculty member (adding formative questions, analyzing the "raw" data, better data security, more timely results).

When: Students will receive an email from SmartEvals at the end of every semester to complete course evaluations. Evaluations will last one week (2 weeks for SCPS students) Faculty receives an email before the start of the evaluations.

Collection Options:

#1: Ask students to complete course evaluation outside of class by end of time period. Monitor response rate and continue to remind students during class periods, requesting 100% student participation (faculty can see how many responded but not results).

#2: Inform students before first email is sent that course evaluations will be completed in a designated class period. Tell students not to complete outside of class, rather wait for the designated class period. Bring laptop, tablet or smartphone (see instructor if no device).

The longstanding MC student course evaluation instrument remains in place and will be used for collection. However, you can add questions when you receive the initial email from SmartEvals.

Accessing your data: You can access your student course evaluations through the link under Faculty and Staff: Inside MC: Faculty Resources: <https://www.smartevals.com/manhatcoll>
Click on: HELP tab to "WELCOME PAGE" tab for Instructional Training.

If you have questions, technical issues, etc., please contact one of the members listed above.