

Introduction to Student Course Evaluations at Manhattan College

Review Session of course evaluations

Presented by: Carla Fraser, Associate Registrar/Project Manager
Office of Institutional Effectiveness

Where, When and How?

The student Course Evaluation system is accessed through three different MC webpages:

1. Inside MC: Faculty Resources
(Direct link)















QUICK LINKS

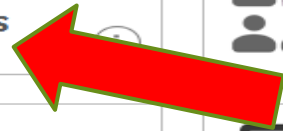
BROWSE BY CATEGORY

- Academic Resources
- Academic Support & Resources
- Administrative Services
- All
- Dining
- Faculty Resources
- Featured
- Financial Aid & Billing
- Governance & Documents
- IT Services
- Logos & Graphics
- News
- Parking & Transportation

KEYWORD SEARCH

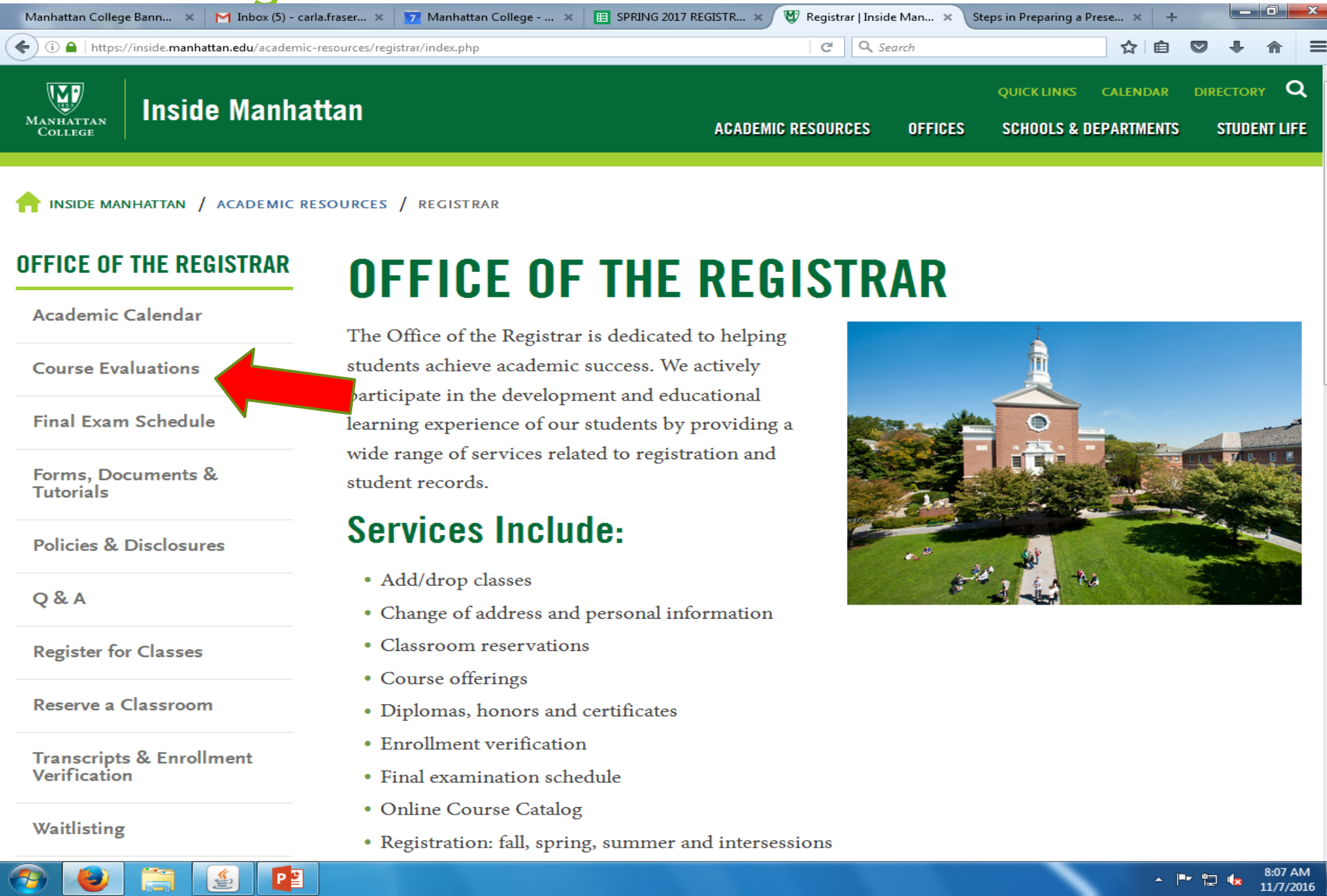
SEARCH QUICK LINKS

 Faculty Handbook	 Moodle Community Sites	 Moodle Courses
 Academic Early Warning	 Class Rosters	 College Curriculum Committee
 Council for Faculty Affairs	 Course Evaluations	 Educational Affairs Committee
 FacultyEnlight Course Materials	 Library	 Provost Forms
 Academic Calendar	 Website Profile Page	



Academic Calendar

2.Registrar's office



3. Institutional Effectiveness

Manhattan College Bann... x Inbox (7) - carla.fraser... x 7 Manhattan College - ... x SPRING 2017 REGISTR... x Academic Assessmen... x Steps in Preparing a Prese... x

https://inside.manhattan.edu/offices/institutional-effectiveness/academic-assessment/index.php

Inside Manhattan

QUICK LINKS CALENDAR DIRECTORY

ACADEMIC RESOURCES OFFICES SCHOOLS & DEPARTMENTS STUDENT LIFE

INSIDE MANHATTAN / OFFICES / OFFICE OF INSTITUTIONAL EFFECTIVENESS / ACADEMIC ASSESSMENT

ACADEMIC ASSESSMENT

External Program Review

Course Evaluations

Student Electronic Portfolios (Taskstream)

Archived Assessment Data

CONTACT INFORMATION
718-862-7597
718-862-7941 (fax)
assessment@manhattan.edu
[Staff Contacts](#)

CAMPUS LOCATION
Memorial Hall 2nd Floor

OFFICE HOURS
Monday - Friday 9 AM - 4:30 PM

The assessment of individual academic programs is led by department chairs and program directors with the work of faculty members and support of academic deans, and coordinated by the staff of the Office of Institutional Effectiveness. All annual reports, including Outcomes Assessment Reports (OAR), which assess student learning, are read by the College-wide [Academic Assessment Committee \(AAC\)](#) to provide feedback regarding best practice in assessment planning.

Manhattan College uses an external program review cycle in an effort to continuously improve academic departments/programs and administrative units for each student's learning experience. External program review includes regional accreditation, Middle States Commission on Higher Education (MSCHE), discipline specific accreditation, Council of the Accreditation of Educator Preparation (CAEP), The Association to Advance Collegiate Schools of Business (AACSB) and ABET-Engineering Accreditation Commission and peer review in the School of Liberal Arts, School of Science, and School of Continuing and Professional Studies.

For additional information, contact David Mahan at david.mahan@manhattan.edu or extension x7597.

8:10 AM
11/7/2016

WHEN?

- ▶ Fall/Spring semester, but note also summer and winter sessions
- ▶ Before final exams
- ▶ Fall16: Opens on Thursday, December 1st and closes on Sunday, December 11th

SCPS FA16 opens on Mon. Dec. 5th and closes on Sunday, Dec. 18th

- ▶ Collection is open on weekends before and after the last week of class.

(Please remind students continuously - before and during collection period - monitor response rates - tell students: “8 of 12 students have completed”)

HOW?

- ❖ All faculty will receive an information email one week before evaluation period begins.
- ✓ Review enrollment and course data
- ✓ Add custom questions to your evaluations
- ✓ Note: Students will be emailed by Registrar Office requesting responses (no action needed from faculty)
- ✓ Monitor responses & remind students to complete (you can administer in class if you prefer)
- ✓ Email mc.coursevals@manhattan.edu if you have any questions or need revisions (Before evals begin)

FA16 Collection Requests & Receiving Results

- Faculty Email #1: 11 days prior to launch (Monday, Nov. 21st: earlier than the usual 5 days due to the Thanksgiving Holiday closure)
- Faculty Email #2: Day 1 (Thursday, Dec. 1st)
- Faculty Email #3: Day 2 (Friday, Dec. 2nd)
- Faculty Email #4: Day 3 (Monday, Dec. 5th)
- Faculty Email #5: Day 4 (Tuesday, Dec. 6th)
- Faculty Email #6: Day 5 (Wednesday, Dec. 7th)
- Faculty Email #7: Day 6 (Thursday, Dec. 8th)
- Faculty Email #8: Day 7 (Friday, Dec. 9th) Last Day of Classes

All grades submitted to Registrar by Monday, Dec. 19th (Close of Business)

Results Released-via email & link - Provost, Deans, Chairs, Program Directors

- & Faculty on **Thursday, Dec. 22nd**

Course Evaluation Preparation

- Log-In (MC email credentials)
- Eval Center-Response rates
- Reports-Survey analysis, MyFocus
- Create Thank you
- Help -Videos
- Help -Welcome Training

Demonstration

<https://manhattan.edu/>

MANHATTAN COLLEGE

EvalCenter Handouts Reports See Advice Create Thank You Help Exit

My EvalCenter Tutorial Video

Click video for tutorial

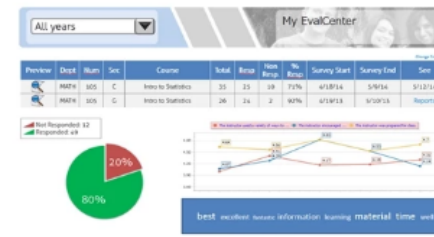
My EvalCenter | Course Evaluations Instructor Training



COURSE EVALUATION
SOFTWARE

Instructor Training

Part I.
My EvalCenter



Any Questions?

This presentation will be available on
the Registrar webpage for your
reference

Please take a Poster!

Thank you.