Electronic Course Evaluations (ECE) Procedures

Model for Electronic Course Evaluation System

**Standard Course Evaluation:** The common model for an online evaluation system usually includes one standard course evaluation; which is a set of university-wide questions that all departments use for comparison purposes and for evaluating institutional effectiveness. At USM, the standard form is the *Green Course Evaluation Form* (approved by faculty and most widely used on campus), which was entered in the new course evaluation software and now called the E-Green Form.

*Department-specific items:* The ECE software provides a platform that allows for academic departments to submit extra questions that are specific to the department/program. These questions must be submitted by the Department Chair to the Office of Academic Assessment office at the beginning of the semester. These items will be added to the standard course evaluation (E-Green Form) for only the courses in that academic department. Items will continued to be used thereafter, unless the Department Chair informs the Assessment office of any changes.

*Course-specific items:* Each course instructor has the option of adding course-specific items on their own (before the evaluation period begins). Instructions are on the assessment website.

*There are numerous faculty requests to have a short or alternative version of the E-Green Form, perhaps consisting of 10 items or less...which would be more applicable for various types of course formats; such as internship/practicum courses, capstone/seminar courses, or specific online/blended courses. However, to create an alternative campus-wide form, it would need to be devised by the faculty and obtain faculty senate approval.*

Automatic Announcement Emails

The ECE software (Campus Labs) generates a series of email messages that are automatically distributed on particular dates toward the end of the semester (or end of course). The following emails are sent to faculty and students.

*Faculty Announcement Email:  Approximately 2 weeks before the evaluation period, faculty will receive an email announcing the actual date that the electronic evaluation will be available to students. Faculty will have the option at this time, to add custom questions to the evaluation.*

*Student Announcement Email:  Students will receive an email on the first day of the evaluation period which will give instructions on how to complete the evaluation, the direct link, and the deadline date. Students are told that faculty will not see the individual responses, but*
Incentives (raffles) will be offered to students in hopes to boost response rates.

*Student Reminder Emails:* For a period of two weeks, students will receive reminder emails to complete the electronic course evaluation. Only students who have not responded will receive reminder emails.

*Faculty Results Email:* Once the evaluation period has passed, faculty will receive an email with their evaluation results attached. This email will only be sent once all grades are posted. Individual faculty can also obtain their results by going directly to the faculty portal link. Deans and Department Chairs will have access to the course results in their department.

**Faculty Process**

*Logon to the Faculty Portal:*  [https://usm.campuslabs.com/faculty](https://usm.campuslabs.com/faculty)

*Faculty will see the list of their courses, and which ones have opened or closed evaluations.*

Faculty can click on the appropriate icon for the following functions:

1) Add custom questions--option available before evaluation is emailed to students
2) View response rates --available after evaluation is emailed to students
3) View results--available only after grades have been posted

1) Adding Custom Questions to the Standard Course Evaluation (E-Green Form)
   a. See the video on assessment website for a visual display
   b. Procedure:
      i. Click on “add custom questions” located on your course page
      ii. Select either “multiple choice” item or “text” item
      iii. Click on “new” for adding a question
      iv. Create your items
      v. At the bottom of box, see Scale Values...click “ascending” and Alternate code...click “ascending”
      vi. Click “ok”. This will save your question and brings you back to course page to add other questions
      vii. Click on blue button “Done Editing”....when you have completed your item(s), and brings you back to course page
2) View the Response Rates or View Class Roster
   a. You may see your response rates during the evaluation period
   b. You can also view the student names in your course (you cannot view who has responded).

3) View the Results
   a. Click on “view results”
   b. There are three tabs across the top of screen
      i. Quantitative results (likert-type questions)
      ii. Qualitative results (any open-ended responses are listed)
      iii. Segment comparison (lists a comparison of your class responses, the departmental responses, and institutional responses—if any)
      iv. With continued use of the software, faculty will be able to review their course evaluation data from previous semesters.

Student Process

*Students will be directed to the Student Portal: [https://usm.campuslabs.com/CourseEval](https://usm.campuslabs.com/CourseEval)

*Students will see the list of their courses, and which ones have opened or closed evaluations. Students can click on the appropriate icon for the following functions.

1) Start button- to begin the course evaluation.
2) Continue button – if they haven’t completed their evaluation.
   (Student responses are automatically saved on each page, for ease in returning to their evaluation later)
3) Edit button – they can edit their responses as long as their evaluation is still opened.
   (Once the evaluation closes, students cannot go back and edit responses.

*Students will see the items for the standard course evaluation (E-Green Form) items first, then any department-specific items, then any course-specific items.

Administrative Access to Reports

Deans and Department Chairs will be notified by email at the end of the semester and will be given access to the course evaluation results under their college/department. If a Dean/Department Chair prefers to give their administrative access to another person, they must notify the Office of Academic Assessment regarding who should have additional access, and it will be set-up.

The Question-Mean Analysis can be viewed from the administrative portal, under the Reporting feature. This screen allows the Administration personnel to view their department’s course evaluation results. The course evaluation items are listed and the mean scores (1=lowest, 5=highest). By clicking on the Term, you can view the results from previous semesters.