

Dear Deans,

Thank you for participating in the recent training on conducting online course evaluations. To complete the evaluation process, our collective bargaining agreement also requires the collection of student feedback. At this time, the institution does not have a permanent technology solution for online student evaluations, but we do have a temporary one that will allow for digitizing the student feedback form, send requests to students and to electronically collect results that can then be incorporated in to your summary reports.

The temporary process to collect student feedback is outlined below. Please note that you or your office designee will also need to complete this step for both full-time evaluations and adjunct observations.

1. Each associate/assistant dean will receive one unique student evaluation form link under a unique and subsequent email from Amanda Nolan, Program Manager, Office of Curriculum and Assessment. Deans will use this one link when sending student evaluation requests to any CRNs designated for evaluation/observation.
2. Each associate/assistant Dean will enter the specific CRN into the body of the evaluation invitation email to each section of students. For consistency purposes, we ask that you use the student email template found below. *Please note that there is a time limit for the student to complete the survey.*
3. Through the student email below, students are provided instructions to input their specific CRN code you provided into the evaluation before they begin. This is a required step and the survey cannot be taken without the code.

#### **Student Evaluation Invitation Email Template**

Dear Student,

Please complete the faculty evaluation survey linked below for <<INSERT COURSE NUMBER, COURSE NAME>>. Your feedback is combined with other students in your class and shared with the faculty member after final grades are submitted. Your faculty member will not see your individual comments nor will he or she be able to tell what each student said. **The link below is active for 5 days only.** Please take 10 minutes now to complete this task.

**You will need the CRN code below to complete the survey. You cannot complete the survey without this code.** Please copy the code, and then click on the survey link. Paste the CRN code in the CRN box at the top of the survey to continue. You may only submit one completed survey per CRN code.

**CRN code:** XXXXXX (DEAN ADDS CRN HERE)

**Click here to take the survey:** DEANS COPY THEIR UNIQUE LINK HERE

4. The Assessment Office will send your student feedback results on a monthly basis. The results will be separated by CRN and will include summary data and individual comments.

If you have any questions, please feel free to contact me.

Lindsay English

VP, Learning & Engagement