

November 11, 2016

TO: UMBC Course Instructors
FROM: Antonio Moreira
Vice Provost for Academic Affairs
RE: Online Student Course Evaluation

We are writing to provide you with important information regarding the implementation of the new online Student Course Evaluation system and survey taking place this fall (SEEQ using the Blue eXplorance delivery platform). These guidelines and information have been developed by the implementation team in collaboration with the Faculty Affairs Committee.

Per faculty handbook policy, the evaluation window for fall 2016 courses is from November 30th - December 13th 2016. By default, surveys will be launched on November 30th. Both students and instructors will receive notification/reminder emails during the evaluation period providing instructions on how to use Blue, URL links to access the survey, and links to the FAQ page (see sample emails below).

Some departments have opted to launch the surveys for their courses on an alternative date. In this event, students and faculty will receive their notifications on this specified date. We are also suggesting that departments choosing to elect a different start date develop internal communication plans to convey this information to students well before the survey launch date in order to avoid confusion. This could, for example, take the form of having instructors announce the launch date during class or via an email communication to the students in their courses.

The online Course Evaluation can be accessed by any device (e.g., desktop, laptop, tablet, smartphone). The survey application can be accessed via the email link, via a BlackBoard link, and a "Student Course Evaluations" link that will be available on myUMBC on the survey launch date. Both students and instructors will use their myUMBC credentials to login to their "profiles." (See sample student profile below). Once logged in, the students will see a list of courses in which they are enrolled for which they can complete a survey. Once a course is selected, students will see a welcome screen with instructions for completing the survey (see sample welcome screen and survey questions pages below). Instructors can monitor response rates live as they occur.

Electronic Direct Instructor Feedback Forms (DIFFs) will be visible only to the instructor and will be available to the instructors for download. The timeline to download and/or print forms will be determined and shared with instructors each semester, but it will occur only after grades are posted.

All surveys will close on December 13, 2016. Per faculty handbook policy, survey responses will be made available online only after grades have been posted. For fall 2016, this date will be January 10, 2017.

Additional Resources:

[IRADS Website](#)

[Student Course Evaluations FAQ](#)

[Click here to follow the Student Course Evaluations myUMBC Group.](#)

Please refer to the attached **Instructions for SEEQ Administration** for detailed guidelines for survey administration developed by the Faculty Affairs Committee.

INSTRUCTIONS FOR SEEQ ADMINISTRATION

PLEASE READ CAREFULLY.

The survey window for Fall 2016 is **November 30th through December 13th**, unless your department has opted to change when the survey is launched.

Although the secure online system grants students 24/7 access during the evaluation period, all faculty members at UMBC are encouraged to set aside 15 – 20 minutes in their classes to enable students to take the survey.

Guidelines for administering the survey in class:

1. The time allotted for students to take the survey cannot be announced prior to the class or written into the syllabus. However, faculty members are encouraged to remind students prior to November 30 that they will receive an email communication from StudentCourseEvaluations@umbc.edu with a link to the surveys for classes in which they are enrolled that are being evaluated. In addition, students can access the survey via Blackboard.
2. Faculty members must remind their students that the survey is online and that they should be prepared to answer it on their phones, laptops, iPads or any other devices they own. During the survey window, students will be allowed to use these devices in class for this purpose.
3. On the day chosen for the administration of the SEEQ, make the following announcement: *“The Student Evaluation of Educational Quality (SEEQ) is a standardized course evaluation instrument used to provide measures of an instructor’s teaching effectiveness. The results of this questionnaire will be used by promotion and tenure committees as part of the instructor’s evaluation. The Direct Instructor Feedback Forms (DIFFs) were designed to provide feedback to instructors and they are not intended for use by promotion and tenure committees. The responses to the SEEQ and the DIFFs will be kept confidential and will not be distributed until final grades are in.”*
4. **You should leave the room while the students are completing the survey.**

SAMPLE INITIAL EMAIL TO STUDENTS:

Dear *Student's First Name*,

You are invited to participate in UMBC's Student Course Evaluation.

To access the survey(s), please click the following link:

[Click here to access your survey\(s\)](#)

Your responses will be kept strictly confidential.

You may also access the survey(s) via [myBlackboard](#) and [myUMBC](#). Click the link inside the "Student Course Evaluations" block.

Thank you for taking the time to participate in the student course evaluations.

Sincerely,

Online Student Course Evaluation Implementation Team

If you have any questions, suggestions, or comments, please fill out a [RT Ticket](#).

More Resources:

[IRADS Website](#)

[Student Course Evaluations FAQ](#)

SAMPLE REMINDER EMAIL TO STUDENTS:

Dear *Student's First Name*,

We have not yet received your feedback for all or some of your courses. You must have been very busy. We would really appreciate it if you can take a few minutes now to submit your feedback on your courses.

To access the survey(s), please click the following link:

[Click here to access your survey\(s\)](#)

Your responses will be kept strictly confidential.

You may also access the survey(s) via [myBlackboard](#) and [myUMBC](#). Click the link inside the "Student Course Evaluations" block.

Thank you for taking the time to participate in the student course evaluations.

Sincerely,

Online Student Course Evaluation Implementation Team

If you have any questions, suggestions, or comments, please fill out a [RT Ticket](#).

More Resources:

[IRADS Website](#)

[Student Course Evaluations FAQ](#)

SAMPLE INITIAL EMAIL TO FACULTY:

Dear *Instructor's First Name*,

The online course evaluations are now open. We invite you to monitor the response rates for the course(s) you teach

[Please click here to view the response rates](#)

It is important to encourage your students to respond. Students can access the evaluations using the link in the email they receive or in Blackboard.

After grades are submitted you will receive an email with instructions to view the results.

Thank you,

Online Student Course Evaluation Implementation Team

If you have any questions, suggestions, or comments, please fill out a [RT Ticket](#).

More Resources:

[IRADS Website](#)

[Student Course Evaluations FAQ](#)

Your Course Evaluations

Student: FIRSTNAME LASTNAME

Project Title: Student Course Evaluation - Fall 2016

Category: 2016

Subcategory: [Not Classified]

<u>Class</u>	<u>Due date</u>	<u>Status</u>
<u>AFST 100 01 Intro to The Black Experience</u>	Tuesday, December 13, 2016	In Progress
<u>ART 210 01 Visual Concepts</u>	Tuesday, December 13, 2016	In Progress
<u>ARCH 200 01 Greek Archaeology & Art</u>	Tuesday, December 13, 2016	In Progress
<u>CHEM 300 02 Analytical Chemistry</u>	Tuesday, December 13, 2016	Completed
<u>CHEM 301 01 Physical Chemistry I</u>	Tuesday, December 13, 2016	Completed

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UAT Test 2: Student Course Evaluation - Fall 2016 for AFST 100 01 Intro to The Black Experience

Dear Constance,

Thank you for your participation. For each of the questions that follow, please select the rating level that most closely expresses your opinion.

- To save your answers and move onto the next section, just Click **Next**.
- Please remember to click the **Submit** button at the end to complete the evaluation.
- If you are unable to complete the evaluation in one session, make sure to save your responses by clicking the **Save** button; you can return to the evaluation by using the link in the email or in Blackboard.

Your responses will be kept strictly confidential.

Because your feedback is important we may send reminders after a few days if we haven't received your reply. We greatly appreciate your cooperation.

Please click **Next** to begin.

UAT Test 2: Student Course Evaluation - Fall 2016 for AFST 100 01 Intro to The Black Experience

Student Evaluation of Educational Quality (SEEQ) Questionnaire

LEARNING

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
I have found the course intellectually challenging and stimulating.						
I have learned something which I consider valuable.						
My interest in the subject has increased as a consequence of this course.						
I have learned and understood the subject materials of this course.						

ENTHUSIASM

Instructor: **Instructor Name**

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
The instructor was enthusiastic about teaching the course.						
The instructor was dynamic and energetic in conducting the course.						

The instructor enhanced presentations with the use of humor.

The instructor's style of presentation held *my* interest during class.

Progress  14%

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UAT Test 2: Student Course Evaluation - Fall 2016 for AFST 100 01 Intro to The Black Experience

ORGANIZATION

Instructor: **Instructor Name**

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
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The instructor's explanations were clear.

Course materials were well prepared and carefully explained.

Proposed objectives agreed with those actually taught so I knew where the course was going.

The instructor gave lectures that facilitated taking notes.

GROUP INTERACTION

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
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Students were encouraged to participate in class discussions.

Students were invited to share their ideas and knowledge.

Students were encouraged to ask questions and were given meaningful answers.

their own ideas and/or question the instructor.

Interim responses saved.

Progress  29%

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UAT Test 2: Student Course Evaluation - Fall 2016 for AFST 100 01 Intro to The Black Experience

INDIVIDUAL RAPPORT

Instructor: **Instructor Name**

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
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The instructor was friendly towards individual students.

The instructor made students feel welcome in seeking help/advice in or outside of class.

The instructor had a genuine interest in individual students.

The instructor was adequately accessible to students during office hours or after class.

Interim responses saved.

Progress  43%

UAT Test 2: Student Course Evaluation - Fall 2016 for AFST 100 01 Intro to The Black Experience

BREADTH		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
Instructor: Tammy Henderson							
The instructor contrasted the implications of various theories.							
The instructor presented the background or origin of ideas/concepts developed in class.							
The instructor presented points of view other than his/her own when appropriate.							
The instructor adequately discussed current developments in the field.							

Interim responses saved.

Progress  57%

UAT Test 2: Student Course Evaluation - Fall 2016 for AFST 100 01 Intro to The Black Experience

	EXAMINATIONS						
Instructor: Tammy Henderson		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
	Feedback on examinations/graded materials was valuable.						
	Methods of evaluating student work were fair and appropriate.						
	Examinations/graded materials tested course content as emphasized by the instructor.						
	ASSIGNMENTS						
		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
	Required readings/texts were valuable.						
	Readings, homework, laboratories contributed to appreciation and understanding of subject.						
	Examinations/graded materials tested course content as emphasized by the instructor.						

UAT Test 2: Student Course Evaluation - Fall 2016 for AFST 100 01 Intro to The Black Experience

EXAMINATIONS							
Instructor: Instructor Name		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
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Methods of evaluating student work were fair and appropriate.							
Examinations/graded materials tested course content as emphasized by the instructor.							

ASSIGNMENTS							
		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
Required readings/texts were valuable.							
Readings, homework, laboratories contributed to appreciation and understanding of subject.							
Examinations/graded materials tested course content as emphasized by the instructor.							

UAT Test 2: Student Course Evaluation - Fall 2016 for AFST 100 01 Intro to The Black Experience

OVERALL

	Very Poor	Poor	Average	Good	Very Good	Not Applicable
Compared with other courses I have had at UMBC, I would say this course is:						
Compared with other instructors I have had at UMBC, I would say this instructor (Instructor Name) is:						
As an overall rating, I would say the instructor (Instructor Name) is:						

Interim responses saved.

Progress  86%

UAT Test 2: Student Course Evaluation - Fall 2016 for AFST 100 01 Intro to The Black Experience

OPEN-ENDED QUESTIONS: "Direct Instructor Feedback Form" (DIFF)

What was the best part of the course and why?

Instructor: **Instructor Name**

What changes would you recommend in the course and why?

Instructor: **Instructor Name**

What classroom approaches or actions make this instructor an effective teacher? Instructor: **Instructor Name**

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Were there any classroom approaches or actions that hinder this instructor from being an effective teacher? If so, what?

Instructor: **Instructor Name**

	<p>Other Comments.</p> <p>Instructor: Instructor Name</p>
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Interim responses saved.

Progress  100%