Background information:

1. All courses will be evaluated using either the paper or electronic format.
2. A common set of questions will be used on the electronic and paper format and will be developed by the Student Survey Committee. Departments/Colleges will be able to add questions of their choosing to the paper format. The Student Survey Committee is responsible for developing additional questions for the electronic format.
3. In the paper format, the scannable answers (front of form) will constitute the quantitative data. The answers to the open-ended questions (back of form) will constitute the qualitative data.
4. The Social Research Center will be responsible for preparing and distributing envelopes with Scantron forms (paper format with questions on front and back) for each face-to-face course at CSU.
5. The Provost’s office will be responsible for surveying those students whose courses are online 51% of the time or more.
6. Hybrid courses that meet face-to-face at least 50% of the time will also use Scantron forms unless an instructor contacts the Social Research Center prior to the midpoint of the term to request online evaluations instead.
7. Hybrid courses that meet online 51% of the time or more will use online evaluations unless an instructor contacts the Social Research Center prior to the midpoint of the term to request paper evaluations instead.
8. The Social Research Center will be responsible for letting the Provost’s office know if an instructor of a hybrid course prefers the paper format over the electronic format (or vice versa) so students are not asked to do two evaluations of the same course.
9. Departments will be responsible for providing pencils (as needed) so students can complete the paper forms.
10. Students will complete the surveys no earlier than ¾ way through the term and no later than the last day of class. Surveys should not be conducted the same day as the final exam.
11. The results of the surveys will not be disseminated to faculty until after final grades are due.

Instructions for courses using Scantron evaluation forms:

1. The Social Research Center will send prepared envelopes with forms to faculty.
2. Faculty will take the forms (with pencils) to class.
3. Students may complete the form at the beginning or at the end of class, but the faculty member should allow ample time (approximately 15 minutes) so students do not feel rushed.
4. In class, the faculty member will designate one student who will collect the completed forms and will, in most cases, take the forms to the dean’s office. If the course is taught in a department or program with no dean (ROTC, basic
studies, etc.), the student should take the forms to Tina Butcher, Associate Provost. If the course is taught off-site (Fort Benning, Oxbow Meadows, West Point), the Social Research Center will provide a stamped, pre-addressed envelope for return of the forms directly to the Social Research Center.

5. The faculty member should announce that, after grades are turned in, he/she will see the original forms, including the handwritten comments on the backs of the forms, and that student responses may also be shared with the department chair and possibly others.

6. The faculty member will distribute the forms and pencils, asking students to completely bubble-in their answers on the front of the form and to answer the questions on the back of the form, if they choose.

7. The faculty member will leave the room while the evaluation is in progress.

8. The designated student will collect completed forms and place them in the envelope. The unused forms (for students absent on the day of the evaluation) should be placed in the envelope in the opposite direction as the used forms. Any student absent the day of the survey may contact the Social Research Center to complete the form prior to the last day of class.

9. The designated student will notify the faculty member when the evaluations have been completed.

10. At the end of class, the designated student will take the envelope with the completed forms and any unused forms to the dean’s office (or Tina Butcher’s office, if appropriate). If the course is taught off-site, the designated student will mail the envelope.

11. The dean’s office (or Tina Butcher’s office, or Social Research Center) will record which class envelopes have been submitted. This way the office will be able to keep track of which classes have or have not been evaluated.

12. The dean’s office (or Tina Butcher’s office) will send the envelopes with the forms to the Social Research Center.

13. The dean’s office (or Tina Butcher’s office, or Social Research Center) will notify departments of any courses that should have been evaluated but were not.

14. The Social Research Center will compile necessary quantitative data from the scannable information (front) and will capture images of the qualitative data (back). This data will be kept for one year before being destroyed.

15. Before the beginning of the next semester, the Social Research Center will return to faculty the evaluation forms along with a summary sheet of the quantitative data.