Online Supplemental Evaluation Process

At the end of each semester faculty are required to conduct a course evaluation using the standard UIS course evaluation form. Currently, faculty have the option of conducting these evaluations either on-line or on ground.   Faculty may also develop a supplemental evaluation (see Article 9, section 3) that may be distributed and collected with the standard evaluation form. Supplemental evaluations are then returned to the faculty member after grades have been submitted.

The "Online Supplemental Evaluation" provides faculty members an opportunity to:

- Develop a supplemental evaluation by selecting from a pool of likert and open-ended questions
- Distribute this evaluation online
- Receive a summative report (quantitative and qualitative data) on these evaluations

The online supplemental evaluation is a stand-alone process independent of the existing evaluation system. A list of questions focused on courses, exams, grading, instructors and other areas relevant to any class evaluation have been developed. The format of these questions consists of both quantitative closed items in the form of multiple choice and qualitative open-ended queries.

Faculty who teach online and onground may use the online supplemental evaluation. The online supplemental evaluation may be used along with an online OR on ground standard UIS course evaluation. The online supplemental evaluation items (question bank) will be available on the Academic Affairs website for those faculty who wish to develop a paper version. The online supplemental evaluation may be distributed at any time in semester and different versions may be distributed within the same semester. Faculty may select 10 questions from the item bank. The items selected may consist of all closed items, or all open items, or a combination of the two, depending upon what the faculty member wants to assess.

When the supplementary evaluation is done on-line, faculty will direct their students to the designated site to complete the evaluation. After the student completes the evaluation, feedback will be available to the faculty member <u>immediately</u> after the close of the window, through the site using login authentication. An exception to this immediate availability of student evaluation information is if the supplementary evaluation is given in the last 2 weeks prior to the end of the semester. During this time, feedback will not be open for access by the faculty member until the day after grades are submitted.

The summative report will include raw, frequency, percent data and qualitative responses on open ended items. Summative data will not be provided with a paper version that is collected via the regular course on-ground evaluation process.