The purpose of Institutional Research Briefs is to inform others of the types of information available from the Office of Institutional Research (OIR) and to provide a brief summary of some of the projects we’re working on along with the findings. Institutional Research Briefs will be published two to three times a year and distributed to the campus community as well as archived on our website.

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Institutional Research

In this issue:

September 2016

A new buzz-word on Campus?

Over the past several years, two University Senate sub-committees have worked to evaluate the content, administration, and application of course evaluations. Based on the work of these committees, along with campus feedback, a new instrument, the Student Evaluation of Learning and Feedback for Instructors (SELFI), was developed. Over the summer, the OIR, along with NDUS technical support, and a small group of voluntary instructors, launched and administered the SELFI. Faculty feedback, following the small pilot, was very positive.

This fall, the SELFI will be rolled out to all courses, excluding some early part-term courses as well as prof. med courses. If your course needs to be evaluated and it ends prior to November 1, contact our office at 777-4358 for other options as the SELFI will not be ready for these early part-term courses.

Information and how to’s have been developed and posted to the OIR website at http://und.edu/research/institutional-research/selfi/index.cfm. While the steps are intuitive, please watch for SELFI training sessions and/or presentations to be offered later in the semester.

Best Wishes to Carmen Williams

We are at once happy and sad to announce the retirement of our Institutional Research Director, Carmen Williams. It is difficult if not impossible to sum up her achievements with over 40 years of dedicated service. She contributed greatly as a knowledgeable, hardworking, and committed institutional researcher to UND, NDUS and IR colleague’s across the region.

Please join us in honoring Carmen at a retirement party, which will be held at the NDUS Information Technologies Building, 4349 James Ray Drive on Thursday, September 29 from 3:00-4:30 p.m., to celebrate and wish her the best.

SELFI Course Evaluation Trivia

1) What does SELFI stand for?
2) How many pieces of paper in a given year will be saved using the NEW online SELFI course evaluation form?

Call our office with answers (and closest estimate to question 2) to win a prize!
A NEW Course Evaluation

Starting Fall 2016 - SELFI online course evaluations will be rolled out to all courses (excluding prof. med courses) with an end date on or after November 1, 2016. If you have a fall course that ends before November 1, 2016, please contact the Office of Institutional Research 7-4358.

Benefits of an Online System

- Accessibility compliant (laptop, cellphone, tablet)
- Data auto feeds from PeopleSoft and Blackboard integration
- Faculty can gauge response rates-encourage feedback
- More time for students to complete thoughtful responses
- 24*7 access
- Summary Reports produced more quickly
- Paper savings and less processing time
- Flexibility—additional questions can be added

"Absolutely loved the quick availability to make improvements before the next semester began as well as the [report] visuals."

An instructor quote from the summer 2016 SELFI pilot.

Project Timeline

Phase 1: Planning Fall 2015
- RFP Completed
- Info gathering for new questions
- Campus conversations
- Initial Pilot of questions (using Qualtrics)

Phase 2: Introduction Spring 2016
- Revised questions based on analysis
- Campus conversations
- Continued testing of questions (SELFi)
- Began setup of eXplorance Blue

Phase 3: Pilot Summer 2016
- Rollout of SELFI and Blue to small pilot
- Training for contacts
- Aug: Dissemination of first SELFI (Blue) Reports

Phase 4: Implementation Fall 2016
- Continued conversations
- Nov 1: Campus-wide rollout of SELFI and Blue (excludes early part-term courses)
- Begin conversations regarding added questions (ESST, Dept, Online, etc.)
Strategies for Student Participation: Increasing SELFI Response Rates

One of the biggest concerns of transitioning to an online course evaluation system is that of response rates. UND is trying to be creative and implement strategies designed to increase response rates. The most crucial element to increasing course evaluation response rates is through creating a campus culture that is aware of the importance of course evaluations in evaluating curricular trends and improving teaching effectiveness. In order to meet course evaluation response rate goals, faculty involvement is crucial.

Some identified best practices for faculty, that have been proven to be effective at increasing course evaluation response rates include:

1. Add a paragraph to your course syllabus about the SELFI and include SELFI dates to your class schedule/course outline.
2. Announce students ahead of time to bring their internet-enable device to class to complete the evaluation. Or you may prefer to reserve a computer lab during class time to complete the evaluations.
3. Set aside time in class to complete the SELFI.
   A. Pick a day during the open course evaluation dates with peak attendance.
   B. Administer at the start of class instead of the end.
4. Stress the value and importance of SELFI evaluations are to you, your department, and the institution. Explain how their course evaluations may be used – Promotion and Tenure to Academic Program Review, and tell your students of a change you have made as a result of feedback received on a course evaluation or identify something you continue to do (assignment or activity) based on student responses.
5. Promote completion of evaluations during the evaluation period. Announce evaluation period in class. Send out an email to your students and/or post an announcement on Blackboard.
6. Assure students that individual responses on the SELFI cannot be traced back to them (unless they self identify) as the online system is designed to keep responses confidential. Responses do not include student names/emails and you will only receive the SELFI reports after final grades have been posted.
7. Check your response rates by logging in to the system (you will be notified by email), then announce the response rate to your class. This helps encourage other students to complete.
8. Provide a completion incentive (extra credit or participation points to those who complete the course evaluation by the deadline; hold additional study/review sessions, if the class response rate exceeds a target). Note: students could possibly email you the “thank you” notice once they complete the SELFI.

Incorporating multiple recommendations has an additive impact!

How to access the SELFI

When a task or report is available you will receive an email that includes a clickable link to log-in to SELFI. You may also at anytime log-in through Blackboard or the link below. For example, during the student evaluation period you may want to view response rates [https://evals.und.edu](https://evals.und.edu).

At the NDUS Login page, enter your IDM firstname.lastname and password

Please see the SELFI website for more How-to’s and FAQ’s: [http://und.edu/research/institutional-research/selfi](http://und.edu/research/institutional-research/selfi)
Projects that We Juggle

Officially, IR serves as a resource to university decision makers by providing accurate, consistent, official data that can be used to assess the goals and objectives of the University of North Dakota.

Primarily, IR provides support for assessment, program reviews, enrollment management, institutional grant applications, accreditations, strategic planning, as well as providing data to accreditation bodies, external publishers, along with organizations such as the Consortium for Student Retention Data Exchange, American Association of University Professors, and Oklahoma Faculty Salary Survey.

Need data? Check out our website! You’ll find vast amounts of institutional reports, dashboards, strategic planning, data points, as well as findings from surveys. The Office responds to a variety of ad-hoc reporting requests, including providing guidance on survey projects. If planning for an institutional survey, check out the Survey Calendar (Surveys->Survey Assistance) and add your survey to the calendar. Better planning helps eliminate duplication and over-surveying.

Data Request Form

For institutional data requests, please select the “Request Information” button found on the main page of our website. Your request will be sent directly to our office.

The Office of Institutional Research is Moving

Sometime during the fall semester the Office of Institutional Research will be joining the Registrar’s Office and relocating to Twamley Hall.