Student Evaluation of Learning and Feedback for Instructors

SELFII

August 2016
Student Evaluation of Learning & Feedback for Instructors (SELFI)

Department Contact Overview

UND Office of Institutional Research
Carmen Williams
August 2016
Overview

- Background & Timeline
- Benefits of an Online System
- We need your help!
- Tasks of User Groups
- Data in/Data out - Importance of Accurate Course Data
- How does Blue work? (for students)
- Instructions for Managing Courses (opting out)
- Instructions for Building Questions
- Instructions for Viewing Response Rates
- Instructions for Report Viewing
- Other tools - Website

Information specifically for department contact
Background

- 2014 USAT Committee final report (Dec 2014)
  - Discussed key topics/questions related to student evals of teaching
  - Offered 12 recommendations – one being “implement a paperless version of its new SET form, available to all UND faculty, conducted using an online survey.”

- Based on recommendations, an implementation committee (SETIC) was formed
  
  *Purpose: to select new SET form, conduct campus conversations, pilot/analyze new SET questions (fall ‘15, spr ‘16), and implement(fall ’16).*
Phase I: Planning (Fall 2015)
- RFP Completed
- Info gathering for new SET questions
- Campus conversations & forums
- Initial pilot of questions (using Qualtrics)
Project Timeline

- Phase 2: SET Introduction (Spring 2016)
  - Revised questions based on analysis
  - Campus conversations
  - Continued testing of questions (SELI)
  - Began setup of eXplorance Blue
Phase 3: Pilot (Summer 2016)

- Rollout of SELFI & Blue to small pilot
- Training for contacts (more in fall!)
- Dissemination of first SELFI (Blue) Reports
Project Timeline

• 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.)
Benefits of an online system

- Accessibility compliant
- Data integration – auto data feeds from CC
- Blackboard integration
- Paper savings, more efficient (auto emails), quicker results
- Flexibility – questions can be added to the 24 core qs
- 24*7 access for student
- Mobile application
- Students have more time to provide thoughtful responses
- Faculty can gauge response rates-encourage feedback
- Multi-instructor capabilities
We need your help!
Department Contact (DC) Role

You are our connection!

- Work with your chair to verify that the correct instructor names are reported within Campus Connection. This includes GTA’s.
- If instructor is not to be evaluated, the DC would help the instructor ‘opt out.’
- Has access to reports - can re-produce as needed.
## Tasks of User Groups

<table>
<thead>
<tr>
<th>Primary Task</th>
<th>Students</th>
<th>Instructors</th>
<th>Deans</th>
<th>Chairs</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Fill Out (FO)</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question Personalization (QP)</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Response Rates (SV)</td>
<td></td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Advanced Crs Mgmt (SVM)</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Report Viewing (RV)</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Accurate meeting dates are important!

UND classes vary in length. This chart displays approximate timelines for the question personalization (QP) and student evaluation period based on class length. Accuracy is important!

<table>
<thead>
<tr>
<th>Class Length</th>
<th>QP Window</th>
<th>Evaluation Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>60+ days</td>
<td>28 days before course ends (thru 15 days prior to end)</td>
<td>The last 14 days of course</td>
</tr>
<tr>
<td>35-60 days</td>
<td>20 days before course ends (thru 11 days prior to end)</td>
<td>The last 10 days of course</td>
</tr>
<tr>
<td>6-34 days</td>
<td>60% before course ends (thru 35% days prior to end)</td>
<td>The last 20% of days of course</td>
</tr>
<tr>
<td>2-5 days</td>
<td>4 days before course ends (thru 2 days prior to end)</td>
<td>1 day before course ends (ending the last day of crs)</td>
</tr>
<tr>
<td>1 day</td>
<td>3 days before course ends (thru 1 day prior to end)</td>
<td>The last day of course</td>
</tr>
</tbody>
</table>
How does Blue work (for students)?

- Two ways of notification
  - Email to student
  - Task list within Blackboard

- OR – students can sign in directly
How does Blue work (for students)?

- Once into the SELFI, students will first have to select the instructor to be evaluated and then the questions are launched.
Opting Out
(for instructors and contacts)

- Email notification regarding Subject Course Management
- Once the course is selected, it shows Opted In. Will need to select ‘Opt out’ to not evaluate.
- When finished, select Finalize (otherwise reminders are sent)

See more detailed instructions under How to's at http://und.edu/research/institutional-research/selfi/
Question Personalization (QP) (for instructors)

- Email notification to instructors regarding Managing their courses or Question Personalization
- They will be able to create up to three questions (either rating and/or open-ended questions). See How-to..

When finished, select **Finalize** (otherwise reminders are sent)

See more detailed instructions under How to's at http://und.edu/research/institutional-research/selfi/
Viewing Response Rates (for Instructors)

- Email notification regarding Question Personalization
  - or see task on Blackboard
  - or sign in directly
- Instructors will see a screen with the **response rate** shown on the bottom. The rate will adjust throughout the Form Fill Out period for students.

**On our website we have some strategies for promoting student participation.**

✅ **Check them out!**

See more detailed instructions under **How to’s** at http://und.edu/research/institutional-research/selfi/

Office of Institutional Research
August 2016
# Reports

## Report Viewing Access by Group

<table>
<thead>
<tr>
<th>Report Types</th>
<th>User Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students</td>
</tr>
<tr>
<td>Individual Course-Instructors</td>
<td>Yes</td>
</tr>
<tr>
<td>Departmental Reports</td>
<td>Yes</td>
</tr>
<tr>
<td>College-wide Report</td>
<td>Yes</td>
</tr>
<tr>
<td>University-wide Report</td>
<td>available on OIR website</td>
</tr>
<tr>
<td>Student Report</td>
<td>available on OIR website</td>
</tr>
</tbody>
</table>

Yes=direct email
Instructions for Report Viewing

- Email notification regarding Report Viewing will go out to Instructors, Contacts, Chairs, and Deans.

To access:
- See the SELFI Reports block on Blackboard
- Or sign in directly to website

- Samples of reports are on OIR website

See more detailed instructions under How to's at http://und.edu/research/institutional-research/selfi/
SELFI Website

- Roles and Responsibilities
- Overview
- How to’s...

- Faculty FAQ
- Top 10 Ways - Increase Rates
- Strategies for Student Participation
- Do you have these concerns? How to’s...

- Students
- Student FAQ's
- How to’s...

- selfi@und.edu

Trouble Logging into SELFI? Contact UND Tech Support or call 701-777-6305.
Keep calm, we’re here to help!  

Questions?

Call us at 701-777-4358 or email selfie@und.edu.
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SELFIE

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