Student Evaluation of Learning and Feedback for Instructors

SELFII

October 2016
Overview

- Background & Timeline
- Benefits of an Online System
- Tasks of User Groups
  - Roles of Instructor, Dept Contact, Dept Chair
- 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 Viewing Response Rate Dashboard
- Instructions for Report Viewing
- Other tools - Website
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 (SELFI)
  - Began setup of eXplorance Blue
Project Timeline

• 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
## Roles (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) (opt in/out)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Report Viewing (RV)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Instructor Role

- **Manage courses:**
  - Review response rates: encourage participation as needed; ability to send emails through Blue.

- **Question personalization:** ability to add up to three questions.

- **Report viewing:** access to reports - can re-produce as needed.

You are the connection to students!
Question Personalization (QP) (for instructors)

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

Once clicked, the question field will expand as shown:

Click on the phrase “Please enter your rating question here.” to activate the yellow edit box. Then begin typing your question. It is recommended to include your name in brackets to indicate to students that this was your question.

- 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/

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Department Contact (DC) Role

You are our connection!

- Manage courses:
  - Courses will be **opted in**.
    - Verify that the correct instructor names are reported within Campus Connection. This includes GTA’s.
    - If NOT to be evaluated, you would help the instructor to ‘opt out.’

- Report viewing: access to reports - can re-produce as needed.
Opting Out (for department 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/
Department Chair Role

- **Manage courses:**
  - Very important to have **correct dates** (start/end dates) and **instructors** within Campus Connection as Blue is automated to launch emails and open the evaluation system to students depending on the course dates.
  - Courses will be **opted in**. Per your guidance, the Department Contact can ‘opt out.’
  - Monitor response rates and influence instructors as needed. You have access to your dept’s courses AND Blue’s *Response Rate Dashboard*. (see website for other ways to influence response rates)

- **Report viewing:** access to reports - can re-produce as needed.
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>
Once the evaluation period opens, the Response Rate Monitoring Dashboard will be available for instructors, contacts, chairs, and deans to view. Access to this is through the website at evals.und.edu or through an email associated with a SELFII task.

To use:
- Sign in directly to evals.und.edu & select Response Rate
- Filter by department and see real-time rates (rates ONLY, no names, identifiers, or response data is viewable)

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

### Report Viewing Access by Group

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

Yes = direct email

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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
  (under Course Evals)

See more detailed instructions under How to's at http://und.edu/research/institutional-research/selfi/
Other Resources – SELFI Website
Keep calm, we’re here to help!

Questions?

Call us at 701-777-4358 or email selfi@und.edu.
Student Evaluation of Learning and Feedback for Instructors

SELFi