

CourseEval:
Creating Opportunities Using
Resources So that Everyone Values
Academic Learning



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Cal Lutheran at a Glance

- CLU community and campus size
 - 3,714 FTE
 - 2,352 undergraduate
 - 1,362 graduate
- Academic programs
 - 37 undergraduate majors and 31 minors
 - Doctoral program in Educational Leadership
 - Master's programs in Education, Psychology, Computer Science, Business Administration, Public Policy and Administration, Information Systems and Technology, and Economics
 - Adult Degree Evening Program

Online Course Evaluations at CLU

- CourseEval Pilot
- Marketing Plan
 - Students
 - Faculty
 - Staff
- Moving Forward

CoursEval Pilot

- Conducted in Summer 2008 with our 11-Week programs
 - MBA
 - MPPA
 - ADEP
 - MSCS
- Conducted in Fall 2008 with our 15-Week programs
 - Traditional Undergraduate
 - School of Education
 - Graduate Psychology

Marketing Plan for Students

- CoursEval Emails
 - [Fall 2008](#)
 - [Spring 2009](#)
- [Bookmarks](#)
- Specialized URL
 - <http://courseval.callutheran.edu>
- [Student Newspaper](#)
- [Student Focus Groups](#)
- [Campus reminders](#)

Marketing Plan for Faculty

- Informational Emails
 - [Switching to an online system](#)
 - [Response Rate updates](#)
- CLU Faculty Meetings
- [CoursEval Team](#)
- [Faculty CoursEval Survey](#)
- CoursEval analysis by faculty member
- [Professional Development Day](#)
- [Course Evaluations Website for Faculty](#)

Marketing Plan for Staff

- [Professional Development Day](#)
- [CoursEval Workshop](#)
- [Course Evaluations Website](#)

Moving Forward

- ADEP Student Newsletter
- CLU Course Evaluations Logo
 - Computer Graphics
- CLU Marketing Campaign
 - Advanced Public Relations

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Course Evaluation Reminder

California Lutheran
University

Hi [REDACTED],

*Completing your Course Evaluations will discontinue these reminders *

Please complete the online Course Evaluation Form by **Sunday, May 10th**. Student feedback is only available to the faculty after grades have been submitted to the Registrar.

The form should be completed in 5 - 10 minutes for each course. Please help us to continually improve by completing the Course Evaluation Form for each class you have taken. Login information is provided to the right. You can also click <http://courseval.callutheran.edu> to get to the login page.

You can view the link below for instructions on how to view and complete your course evaluations.

http://public.callutheran.edu/~bianchi/course_eval/cestudent.htm

If it does not work, you may need to upgrade your flash player. You can copy and paste the link to upgrade <http://get.adobe.com/flashplayer/?promoid=BUIGP>

Remember, when you complete the Course Evaluation Form, your participation is anonymous. Data is combined and available to the instructor only after grades have been submitted to the Registrar.

CLU will never ask you to provide us with your user name or password in an email. Whenever you received an email asking you to provide an account name and password, you should treat this as a phishing scam and treat the email as spam.

We value your feedback of courses and instructors. Your feedback is important and makes a difference to help improve academic programs at CLU. Information from students is also used by faculty committees to inform decisions about faculty promotion.

Thank you for your participation and time. Please contact Academic Affairs, 805-493-3145 with your questions or concerns.

Thank you,
Leanne Neilson
Provost & Vice President for
Academic Affairs

If you have problems logging in please reply to this message or click [here](#).

Login Information

User Name: [REDACTED]

Password: {Use your account password}

Login Now

If clicking the button above does not take you to the Survey Site, enter the URL found at the bottom of this message into your browser's address box.





Course Evaluation Reminder

California Lutheran
University

Hi [REDACTED],

We appreciate your feedback, particularly at this busy time of year! **Remember:**

- **Only 5 days left!**
- Takes only 5 – 10 minutes for each course
- Click <http://courseeval.callutheran.edu> to get to the login page. Or click "Login now" to the right
- **Completing your Course Evaluations will discontinue these reminders**

Please contact Academic Affairs, 805-493-3145 with your questions or concerns.

Thank you,
Leanne Neilson
Provost & Vice President for Academic Affairs

Other Important Information:

- Please complete the online Course Evaluation Form by Sunday, May 10th.
 - Student feedback is only available to the faculty after grades have been submitted to the Registrar.
 - You help us to continually improve by completing the Course Evaluation Form for each class you have taken.
 - You can view the link below for instructions on how to view and complete your course evaluations.
http://public.callutheran.edu/~bianchi/course_eval/cestudent.htm
- If it does not work, you may need to upgrade your flash player. You can copy and paste the link to upgrade
<http://get.adobe.com/flashplayer/?promoid=BUIGP>
- Your response is anonymous.
 - CLU will never ask you to provide us with your user name or password in an email. Whenever you received an email asking you to provide an account name and password, you should treat this as a phishing scam and treat the email as spam.

If you have problems logging in please reply to this message or click [here](#).

Login Information

User Name: [REDACTED]

Password: {Use your account password}

Login Now

If clicking the button above does not take you to the Survey Site, enter the URL found at the bottom of this message into your browser's address box.

Bookmark Reminder (front and back)

Course Evaluations are now **ONLINE!!!**

1.



Check your CLU email or go to courseval.callutheran.edu 2 weeks before classes end.
Email Subject Line:
CLU Course Evaluation.

2.



Complete an evaluation for each course taken then submit.

3.



After grades are posted, professors and departments see anonymous feedback and use it to make changes.

4.



If you have any questions please contact Karissa Oien at Koien@callutheran.edu

YOUR INPUT MATTERS!

"I always use students' evaluations to improve what I do in class. Even after many years of teaching I find it very valuable, as this will tell me what I have done better or worse."

~ CLU Faculty member comments about the importance of student feedback

- The primary goal is to assess and improve the teaching quality at CLU.
- AFTER your instructors submit their course grades, they receive compiled results as well as the typed comments.
- The results are also made available to the appropriate deans and chairs, and to the Appointment, Rank, and Tenure Committee.

So your participation, as well as your CAREFUL and HONEST input, are CRITICAL to the success of the process!

PLEASE BE ASSURED THAT YOUR IDENTITY IN THIS PROCESS WILL REMAIN ANONYMOUS!

Student Focus Groups

- Background
- Conducted three focus groups
 - Undergraduate
 - Graduate
 - ADEP
- Results

11 WEEK PROGRAM STUDENTS!!

(ADEP, MSCS, MPPA, MBA)

**Have you done your
course evaluations
yet??**

**Only a few days left to complete!
The survey will close
Sunday, Feb. 15th
at midnight!**

Go to
<http://courseval.callutheran.edu>

Questions: Contact Karissa at koiem@callutheran.edu or call (805) 493-3145

Campus Reminders

**Have YOU completed your
Course Evaluations yet??**

Log on now! <http://courseval.callutheran.edu>

Course Evaluations will close **May 10th at Midnight!**
Make sure your feedback is heard!



Dear Faculty,

November 17, 2008

At the end of each course, California Lutheran University requests students to complete a confidential Course Evaluation Form. The purpose of the course evaluation is to help us to improve the quality of curriculum and instruction.

During the 2008 Summer and Fall Term, students in the MPPA, MBA, MSCS, and ADEP Summer Term courses (11-Week Programs) received an email invitation to complete an online Course Evaluation form. The purpose of the pilot was to address problems that occurred using the "paper and pencil" forms, for example, faculty did not receive results in a timely fashion. Faculty received feedback two weeks after courses ended. We are expanding the pilot to the 15-Week Programs.

The online Course Evaluation process

- Students will receive an invitation to provide confidential responses. An email invitation to their CLU account will include a link to the Course Evaluation form. Links will also be available through the MyCLU portal.
- Reminders to complete the form will be sent during the last two weeks of class to those students who did not complete the form.
- The form must be completed by the end of the term, December 19 at midnight.
- Students will only have access to their grades on December 20. Faculty will receive feedback only after grades are posted. This procedure parallels the previous system of administration and collection of forms.

The importance of your role

Following the pilot, the overall impression from faculty and students was positive. We have a concern. We would like to increase the response rates. A report of the response rates by program available on the CLU Academic Assessment site:

<http://www.callutheran.edu/assessment/resources/CourseEvaluations.php>.

The role of instructors is crucial to the success of this pilot. Research has shown that instructors who encourage students to complete the forms have improved completion rates. Students value knowing that feedback is read.

We are requesting your assistance

In the spirit of continuous improvement, we need student feedback. Please:

- Reinforce the message that we read student responses and value their thoughtful and honest feedback as this information is used for curriculum improvement and for your own continuous improvement efforts.
- Consider reminding your students to read their CLU email for further information.
- Explain that feedback is only available to instructors after grades have been submitted to the Registrar's office.
- Confirm that results provided to faculty are anonymous, collected and compiled by class.
- Review the benefits of the online system: Quicker processing time. Student handwriting will not be identified. Results will be presented visually using charts and graphs.
- Consider providing 10 – 15 minutes of class time for students to complete the form. Take your students on a "field trip" to a computer lab (information on booking a lab time available soon). Or request that students bring their laptops to a designated class.

Thank you for your assistance and the encouragement you provide to students to complete the form. Be sure to contact Academic Affairs with any questions or concerns (805-493-3145).

Sincerely,

Halyna Komuta, Director, Educational Effectiveness



Dear Faculty,

Your efforts made a difference on the final response rate for the Summer 2009 administration of course evaluations.

As of this morning, Monday, August 10, 2009, the final response rate results are:

		SUMMER 2009 ONLINE COURSE EVALUATIONS				SUMMER 2008 ONLINE COURSE EVALUATIONS			
		Students	Courses	All CLU 11-Week Students	All CLU 11-Week Courses	Students	Courses	All CLU 11-Week Students	All CLU 11-Week Courses
As of Thursday, July 30, 2009	Expected	78	7	1263	100	57	6	1182	85
	Responses Received	24	7	230	88	30	6	587	85
	Return Rate	30.77%	100%	18%	88%	52.63%	100%	50%	100%
As of Monday, August 3, 2009	Expected	78	7	1263	100				
	Responses Received	31	7	379	99				
	Return Rate	39.74%	100%	30%	99%				
As of Friday, August 7, 2009	Expected	78	7	1263	100				
	Responses Received	43	7	580	100				
	Return Rate	55.13%	100%	46%	100%				
As of Monday, August 10, 2009	Expected	78	7	1263	100				
	Responses Received	48	7	683	100				
	Final Response Rate	61.54%	100%	54%	100%				

Remember:

- Faculty will be able to view their results on September 4, 2009.

Additional Information:

- Check the thermometer! A CLU response rate is provided daily at <http://www.callutheran.edu/assessment/resources/CourseEvaluations.php>
- Information for faculty regarding CoursEval can be found at <http://www.callutheran.edu/assessment/resources/CoursEvalforFaculty.php>
- To prepare students for the next term, please place the following insert in your next syllabus:

All course evaluations are now conducted online. Your feedback is important to us. You will receive an email message reminding you when the website is open for your feedback. The direct link is: <http://courseval.callutheran.edu>