I  Announcements

II Discussion of draft letter to Divisional faculty and staff
Draft letter from Dean of Humanities (handout at meeting)

III Online Course Evaluations
Material attached: letter from VPDUE Hughey dated October 19, 2012
                email from Margaret Godoy dated October 26, 2012

IV Post-Election Discussion

V Guest Presenter – Kristen Marinovic, Foundation Trustee and Vice President
15-minute presentation on publicizing the foundation’s Board Opportunity Fund on campus.
Dear Colleagues:

Re: Online Course Evaluations – Additional Procedures

As we continue to monitor the progress of the Online Course Evaluation (OCE) system\(^1\), I write to share with you updates as well as two additional procedures in using the system.

SUMMARY

- For Fall 2012, it is our understanding that 8 out of 10 colleges intend to use the system for core course evaluations.
- The entire divisions of Arts and Physical & Biological Sciences use OCE.

We request that Course Sponsoring Agencies (CSAs) follow the procedures below, which are being added to the Online Course Evaluations uniform procedures that were distributed in May 2012:

NEW PROCEDURES

1. **5th-Week Roster**
   During the last cycle, some students who officially dropped a course were emailed an evaluation for a course in which they were no longer enrolled. This may have occurred because the evaluation was created prior to the 5th-week roster. The concept is thus: rosters remain dynamic (i.e., are updated according to add/drop/swaps) until they are attached to an evaluation. Once they are attached to the evaluation they become static and will not change to reflect enrollment in the course. Therefore, it is recommended that CSAs not attach a roster to an evaluation until after the Add/Drop/Swap deadline. This will ensure the most accurate roster for the course.

2. **Archiving OCEs**
   Since the CSA is the office of record for instructor evaluations [not Faculty Instructional Technology Center (FITC)], it is imperative that CSAs download both the PDF and excel spreadsheet for archiving purposes. A memo recently sent out by APO advised departments to have the excel file on hand should it be required during the faculty personnel review process. It is not enough to download the PDF only. During the faculty review process, the Committee on Academic Personnel (CAP) prefers to look at student comments within the context of all feedback provided by an individual student. It provides additional context for interpreting the individual remarks. Without the excel file, CAP has no way of connecting free response comments to multiple-choice comments for an individual.

For a complete list of OCE procedures visit: https://ue.soe.ucsc.edu/OCE-procedures

**TRAINING AND SUPPORT**
The Faculty Instructional Technology Center (FITC) provides consulting and support for the course-sponsoring agency’s administrator. First-time users must: a) request access with authorization from their department manager via irequest.ucsc.edu and b) attend Training for Online Course Evaluations before issuing any evaluations (see list of this quarter’s offerings below). For questions contact: Rebecca Peet (9-1573, rpeet@ucsc.edu) or Robin Ove (9-2436, robino@ucsc.edu).

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\(^{1}\) Previously referred to as Online Instructor Evaluations (OIE), renamed so as not to conflict with the Office of International Education.
Online Course Evaluation Training and Consulting
When using Events Manager, please sort by “Unit”:

1. **Training for Online Course Evaluations – Thursday, November 1**
   Unit managers, or their designees, who did not participate in the previous quarter rollouts and are planning to use the online course evaluation system must sign up for a training session offered by Faculty Instructional Technology Center (FITC). Class registration is through the UCSC Events Manager: [http://events-manager.ucsc.edu/](http://events-manager.ucsc.edu/).

2. **OCE Training: Custom Questions & Consulting – Friday, November 2**
   This training is designed for units that will be customizing the standard UCSC template with department-specific questions. Attendees must have prior OCE experience, or have attended the training course on November 1. Class registration is through the UCSC Events Manager: [http://events-manager.ucsc.edu/](http://events-manager.ucsc.edu/).

**SCANTRON ALTERNATIVE**
Units choosing to use the Scantron system will need to budget for the printing and processing costs and provide a FOAPAL for recharges. If you need Scantron forms, please contact Daria Troxell at ugdiv@ucsc.edu. For more information on processing the forms, visit the Learning Technologies website at [http://its.ucsc.edu/scantron/evals/index.html](http://its.ucsc.edu/scantron/evals/index.html).

**FUTURE IMPLEMENTATIONS**
We will continue to develop and improve the OCE system based on campus needs and input from end users. A request has been submitted to the Data Warehousing Steering Committee for campus-wide archiving of OCE data. We also hope to work with Academic Senate to establish a condensed version of the current template, whereby all instructors and courses would be evaluated according to a standard set of questions; beyond the standard set of questions, CSAs would be able to include their own department-specific questions as needed.

More information on Online Course Evaluations can be found at [http://its.ucsc.edu/eecommons/evaluation-system/index.html](http://its.ucsc.edu/eecommons/evaluation-system/index.html). Feedback on policies related to evaluations may be provided to Senate committees, Deans, and Chairs, or directly to ugdiv@ucsc.edu. Feedback on technical issues and improvements may be provided to [http://its.ucsc.edu/feedback.php](http://its.ucsc.edu/feedback.php).

Thank you for your continued support as we further work to improve the online course evaluation system and the evaluation process across the campus. Your feedback is essential to the success of this system on our campus.

Sincerely,

[Signature]

Richard Hughey
Vice Provost and Dean
of Undergraduate Education

cc: CP/EVC Galloway
    Senate Chair Konopelski
    Manager Ove
    AVC Peterson
    Director Phillips
    CAP Chair Ravelo
    Academic Senate Office
    Assistant Deans
    Curricular Analysts
    Department Assistants
On Oct 26, 2012, at 4:13 PM, Margaret Godoy wrote:

Dear Bill,

David, Anne and I advise that you formally mandate a shift to the OCE system as a Division beginning Fall 2013. While all our departments can proceed with using it now, we recommend waiting to require this until we have more information about the development and improvement of the OCE system in the coming year.

Specifically, we feel it is important to learn more about what progress is made with the future implementations outlined in the letter from VPDUE Hughey:

- Request submitted to the Data Warehousing Steering Committee for campus-wide archiving of OCE data.
- Working with the Academic Senate to establish a condensed version of the current template, whereby all instructors and courses would be evaluated according to a standard set of questions; beyond the standard set of questions, CSAs would be able to include their own department-specific questions as needed.

If significant progress is made with the items listed above, this would address some of the key concerns outlined in the letter submitted to VPDUE Hughey (attached) from our undergraduate program directors.

Additionally, it is important to give our departments time to prepare for transitioning to the OCE system in terms of coordinating the mandatory online access and training for first time users. Starting the OCE system in Fall 2013 will give our departments adequate time to prepare for this change, regardless of what progress the Data Warehousing Steering Committee and Academic Senate make in the coming year.

Please let me know if you have any questions about our recommendations.

Thank you,
Margaret