

April 5, 2013

ACADEMIC DEANS
COLLEGE PROVOSTS
DEPARTMENT CHAIRS
DEPARTMENT MANAGERS

Dear Colleagues:

Re: Online Course Evaluations – Spring Quarter Update

I write to share with you a recent improvement to the online course evaluation (OCE) system, as well as to provide the issuance guidelines for spring quarter. We request that Course Sponsoring Agencies (CSAs) continue to follow the procedures that are available at [Online Course Evaluations uniform procedures](#).

SYSTEM UPGRADE

- In winter quarter 2013, enhancements to the system allow units to identify the instructor or TA affiliated with an evaluation. By using the "Assign to Groups" function, the instructor or TA name is appended to the file name, with an additional demarcation of (TA) for teaching assistants. (see [Evaluation System Enhancements](#) announcement)

IMPORTANT DATES

1. Data Purge – Monday, April 8

Units are hereby advised to download all of the pdf and excel reports for the courses that you evaluated for W2013 because FITC staff are working to have the winter data purged from the system in the very early hours on Monday, April 8. The plan is to purge response data only; both survey and email templates will be preserved. If you have questions or concerns, please contact Rebecca Peet via a ticket to ecommons.help@ucsc.edu.

2. Spring Quarter Issuance – Tuesday, May 28 – Sunday, June 9

For spring term the suggested window of issuance for course evaluations is:

Open: May 28 @ 12:01AM

Close: June 9 @ 11:59PM

ARCHIVING

Prior to the availability of a campus-wide archival solution, the permanent archiving of OCE evaluations within units must be given special consideration as follows:

1. Ensure that the files you have downloaded from the OCE (.pdf and .xls) are stored on a backed-up server that is accessible to current and future departmental staff. The evaluations may be needed 10 or more years from now.
2. To add redundancy, it is highly recommended that you print out and store paper copies of the evaluations using your standard paper storage process.
3. Please discuss your archiving processes with the appropriate divisional academic HR coordinator.

T.A. EVALUATIONS

Currently there is no standard template for teaching assistant evaluations. The UCSC standard template should be used for instructors only because its purpose is to evaluate the instructor and course contents. For teaching assistants, departments are at liberty to create their own set of questions; it is advised that units seek input from Graduate Council, the Committee on Teaching, or the Graduate Division if issuing TA evaluations for the first time. Any unit that would like to share their templates with others may send them to dtroxell@ucsc.edu and we will post them on a UE webpage for others to use as a resource.

TRAINING AND SUPPORT

The Faculty Instructional Technology Center (FITC) provides consulting and support for the course-sponsoring agency's administrator. First-time and continuing users should contact Rebecca Peet via a ticket to ecommons.help@ucsc.edu.

More information on Online Course Evaluations can be found at <http://its.ucsc.edu/ecommons/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>.

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

Sincerely,



Richard Hughey
Vice Provost and Dean
of Undergraduate Education

cc: CP/EVC Galloway
Director Hesse
Senate Chair Konopelski
Manager Ove
AVC Peterson
Director Phillips
CAP Chair Ravelo
Academic Senate Office
Assistant Deans
Curricular Analysts
Department Assistants
Divisional HR staff