Streamlined E-Survey Process: Request Your E-Surveys by June 8!

We heard you! After some challenges during the Spring 2012 e-surveys, the CTL worked with the deans and many department chairs to craft a streamlined process for e-surveys. See the process on the back of this sheet. Here’s what’s new:

BLACKBOARD COURSES MUST BE IN “AVAILABLE” STATUS TO USE E-SURVEYS.
THE CTL SETS UP THE SURVEY LINKS/BUTTONS—NO LONGER A FACULTY TASK.

Dear Department Chairs and Staff,

Electronic student evaluations for Summer I and II 2012 courses will take place during the 2-week period of July 22 – August 6.

All departments who wish to use electronic course evaluations for Summer I and II courses should respond to the Center for Teaching and Learning (CTL) via the request process below no later than Friday, June 8, 2012.

Important: Due to the increasing number of departments using electronic end-of-term surveys, requests received after June 8 cannot be honored, and paper-based survey forms will need to be used.

Thank you for helping the CTL to serve your end-of-session electronic-evaluation needs; if you have questions or concerns, please contact us (see http://www.neiu.edu/~ctl/).

NEIU Blackboard/EvaluationKIT Departmental Survey Request Work Flow

New Information in BOLD.

1. At 8 weeks prior to evaluation release (May 24, 2012), CTL e-mails departments to remind them to request electronic-survey setup for courses.
2. By 6 weeks prior to evaluation release (June 8), department chair, secretary, or coordinator fills out the request form (NOTE THE NEW ADDRESS) at http://www.surveymonkey.com/s/3V8NGRB.
3. At 4 weeks prior to evaluation release (June 21-22), CTL checks all requested Blackboard courses to make sure the instructors have set them to “available.”
4. CTL REPORTS TO DEPARTMENTS WHICH COURSES ARE NOT IN “AVAILABLE” STATUS (AND CANNOT BE SET UP WITH E-SURVEYS).
5. CTL associates the departments’ survey data sets, survey projects, and course shells for the current semester.
6. 2 weeks prior to evaluation release (July 9), CTL e-mails faculty with tactics for increasing response rates.
7. 1 week prior to evaluation release (July 16), CTL broadcasts e-mail to students to emphasize the short time commitment, anonymity, and the fact that instructors have access to survey feedback only after grades are submitted.
8. BETWEEN 1 AND 3 DAYS PRIOR TO EVALUATION RELEASE (JULY 18-20), CTL ACTIVATES THE COURSE EVALUATION BUTTON OR LINK IN ALL E-SURVEY COURSE SHELLS.
9. After grades are submitted (August 21), CTL e-mails department chairs and coordinators to share instructions for downloading survey results.
1. Department Chair or Secretary sends list of requested e-survey courses & sections to CTL via an online form.

2. CTL checks Blackboard shells for requested courses to confirm they are “available.”

3. CTL sends report to departments of courses & sections that can and cannot be set up for e-surveys.

4. CTL creates EvaluationKIT surveys, and associates those Blackboard shells that are “available” with EK surveys.

5. CTL reminds instructors (cc dept) by e-mail and mail: publicize survey.

6. CTL e-mails students “coming soon” message.

7. CTL activates individual-course survey links in Blackboard.

8. CTL e-mails students “it’s open” and 4 reminder messages (as determined by the system).

9. CTL e-mails instructors, chairs, and secretaries with directions to retrieve reports.

IMPORTANT: Only “Available” Blackboard courses can be set up with the e-survey software.