

WHAT IS THE ROLE OF INSTITUTIONAL DATA MANAGEMENT (IDM) IN THE EVALUATION PROCESS?

IDM administers the evaluations, compiles results, disseminates the results to the colleges, reviews and interprets the state, university, and accreditor rules and policies related to evaluations, and updates the content of the evaluation questions.

WHAT IS THE ROLE OF THE FACULTY SENATE IN THE EVALUATION PROCESS?

The faculty senate establishes and updates the content of the evaluations.

WHAT RULES AND POLICIES ARE RELATED TO THE EVALUATION PROCESS?

Texas Administrative Code (TAC) Rule 4.227

Texas Administrative Code (TAC) Rule 4.228

Texas Education Code (TEC) Section 51.974

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 3.7.2

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 2.5

The Higher Education Coordinating Board (THECB) Faq #6

Texas A&M University System (TAMUS) 12.02

Texas A&M University System (TAMUS) 12.06

Texas A&M University-Texarkana (TAMUT) UP 12.01.99.H1.02

WHAT COURSES AND INSTRUCTORS ARE EVALUATED?

Undergraduate courses with an enrollment greater than five students unless excluded below and the corresponding instructor(s).

Graduate courses unless excluded below and the corresponding instructor(s).

WHAT COURSES AND INSTRUCTORS ARE EXCLUDED?

Independent Study

Independent Research

Dissertation

Individual Study

Thesis

Capstone

Research Project

Senior Design

Laboratory

Internship

Practicum

Special Topics

Undergraduate courses with enrollment below five (Five Student Enrollment Rule)

Intensive English Program (IEP)

Red River Program (RRAD)

HOW ARE CROSS LISTED AFFECTED?

Instructors of undergraduate cross-listed face-to-face courses meeting on the same campus and using the paper-based method for evaluation will be evaluated regardless of enrollment.

Instructors choosing the online method for cross-listed courses will be subject to the five student enrollment rule.

HOW ARE SPECIAL PROGRAMS SUCH AS IEP AND RRAD EVALUATED?

An end of program evaluation will be administered to special program.

HOW DO FACULTY SELECT THE EVALUATION DELIVERY METHOD OPTION?

Each semester IDM will send a survey to each faculty member's university email address to request the preference of evaluation method (paper-based or online) for the course(s) the faculty member is assigned to teach. If the faculty member does not respond by the survey deadline, the evaluation method will default to the online option available.

WHAT IS THE EVALUATION SCHEDULE?

The standard response period is at the end of the term, ending the last day of class.

Colleges may elect for extended response period, by a majority vote of the faculty membership of the college.

The evaluation period must be completed prior to grades being posted and released by the Registrar's Office.

Please see the schedule below. Any part of term not defined below, will be evaluated by IDM and added to the schedule.

Standard Response Period

Fall & Spring Semester

Eight Week Term – during week 7 for 4 days

Full-Term – during week 14 & 15 for 11 days

Flex Entry Term – to be determined based on course

Summer Semester

Three Week Session – to be determined based on course

Five Week Session – during week 5 for 3 days

Eight Week Session – to be determined based on course

Ten Week Session – during week 9 for 7 days

Special Offering – to be determined based on course

HOW ARE EVALUATIONS DELIVERED?

Online evaluations are launched to each student via email from Scantron Class Climate at 2 pm the date the evaluation response period begins. A link to the evaluation will also appear in Blackboard. Reminders to complete the evaluations are emailed to each student with incomplete evaluations every other day at 2 pm. Faculty members receive email notification during the middle of the administration for any evaluations with a response level below 75%.

Paper-based packets are delivered to the college office the day the evaluation response period begins. Each packet contains evaluation forms based on the actual enrollment of the course retrieved after the census date. A cover sheet containing directions for the instructor and student administering the evaluation will be attached to the front of the packet. Notification of the availability of the packets will be sent by email to each faculty member choosing this method. Each packet must be signed out by the faculty member assigned to teach the course.

HOW ARE EVALUATIONS SUBMITTED?

Paper-based packets must be submitted to the secure mailbox located at the reception desk on the third floor of the library. Packets will be retrieved periodically during the evaluation response period.

Online evaluations are submitted by the student via Class Climate web link.

HOW ARE RESULTS DELIVERED?

Results cannot be released until all grades are posted for the semester.

Qualitative comments and quantitative results for courses with five or more responses will be released to the faculty member assigned to teach the course.

Qualitative comments for courses with less than five responses can be released to the instructor(s) with the dean's approval.

A PDF document of the results for each course will be provided to the secretary to dean for dissemination to each faculty member. Notification of the availability of the results will be sent by email to each faculty member.

Results cannot be obtained through Blackboard due to the five response requirement.

CAN FACULTY MEMBERS REQUEST A COPY OF RESULTS FROM PREVIOUS SEMESTERS?

Retention records procedures allow the IDM Office to maintain copies for one year only. Faculty members need to keep copies of their evaluations or ask their college dean for copies.