

**AOP-8-21-07-02**  
**Electronic End of Course Evaluations**

Topics for Discussion and Decisions:

- Phase I – Initial Creation and Pilot of new electronic EOC Evaluations – *Complete*  
Reporting the Pilot Information
- Phase II - Implementation – Key questions that must be answered

**Phase I: Create the Electronic End of Course Evaluation System** - The initial creation and piloting the mechanics of the common electronic online End of Course Evaluation system is essentially complete. Only one imbedded matrix response table is pending Faculty Council recommendation. The instrument operationalized well, the email initiation functioned very well and we were able to correct the anomalies very quickly due to the email capabilities of the system. The instrument is aligned with the Faculty Handbook in support of annual faculty evaluations and the Faculty Advisory Council has been instrumental in the development of this instrument.

**Reporting the Pilot Information for the Troy Campus participants** - The spring semester pilot conducted on the Troy campus is ready to be sent out to the faculty members and the deans for their review and comment. The distribution of the pilot survey is needed to determine if the summary and delivery processes are accurate and fully functional. It is important to make sure that the Troy campus faculty understands that this is only a pilot and the results may not be used for purposes of annual evaluation. The summary data is ready to be distributed now. Additionally, if the data is distributed this week, there are still two weeks to correct any delivery problems that may occur.

Decision Item 1: Do you want the summary data for the pilot study sent out to the faculty on the Troy campus and deans?

Recommendation: Yes, we need to find out if the report and email mechanism works prior to a broader use of the instrument.

**APPROVED ASC August 1, 2007**

**Phase II. Full University Implementation** - The following questions must be answered in order to initiate the next phase of the project:

**Decision Item 2: How broadly do you want to use this instrument?**

Alabama Campuses  
University College  
eCampus

Recommendation: All campuses and sites. We do not have a choice about having a common assessment instrument for SACS.

**Decision Item 3: How much flexibility should be allowed in area III of the survey?**

- (Area III will allow for customization by campus code)
- a. Alabama Campuses - all the same?
  - b. Each Alabama campus be allowed to develop unique campus based questions?
  - c. UC – all UC locations uses same area III questions or will area III differ by location?
  - d. eCampus – all the same?
  - e. Appoint a Task Force for develop questions that would be common to area III.

Recommendation: To begin this project, less diversification would be better. Each Alabama campus could be allowed five questions. Let UC develop up to 11 questions that they all agree on. Let eCampus develop up to 11 questions that are appropriate. Keep the survey to 30 questions. 19 questions are already set.

**Decision Item 4: Who will handle the execution of the surveys each term/semester?**

The email process is not terribly complex, but an IT person will have to handle this element or interface regularly with the person identified with this responsibility. The person charged with executing the End of Course Assessment element each term/semester must have access to Datatel query or have the query dumped by campus code to the person executing the merge and emailing process.

Recommendation: The academic IT person (new position) will coordinate the electronic execution of the End of Course Assessments each term. The Associate Provost's Office will coordinate and direct the archiving of the results and hold discussions regarding the results with appropriate administrators as needed.

**APPROVED BY ACADEMIC STEERING COMMITTEE, AUG 21, 2007**

**OPR: DR. DIANNE BARRON**