

Humboldt State University
University Senate

Resolution on Online Administration of Teaching Evaluations

#13-13/14-FAC - October 29, 2013 – First Reading (Second Reading Waived)

RESOLVED: That the University Senate of Humboldt State University (Senate) has received the report on the Spring 2013 pilot of online administration of teaching evaluations from the “Implementation Task Force” as outlined in Resolution #27-12/13-FAC; and be it further

RESOLVED: That the Senate approves the permanent online administration of teaching evaluations; and be it further

RESOLVED: That the oversight for teaching evaluation policy and processes is the responsibility of the University Senate Faculty Affairs Committee; and be it further

RESOLVED: That the administration of the online teaching evaluations is the responsibility of the Dean of each college and should be coordinated so that processes align across the colleges.

Rationale:

We moved to piloting and now permanent use of online administration of teaching evaluations when the CSU required that all courses (with some exceptions) be evaluated every term. This policy mandate more than tripled the number of courses to be evaluated each term with serious fiscal and human resource implications.

The report on the pilot administration of online teaching evaluations noted that mean scores on the online teaching evaluation pilot were only .1 points lower than mean scores from paper administration done in earlier years. Response rates for online evaluations were slightly lower than paper evaluations with the average response rate dropping by six points.

The drop in both teaching scores and response rates was expected. The Senate discussed that with less diligent reminders response rates will likely fall. The sentiment of the Senate was that in future administration the colleges should try to balance the concern about annoying students and faculty with many emails against the need to maintain reasonable response rates.

**Humboldt State University
University Senate
Faculty Affairs Committee**

**Recommendations to College Deans
Online Administration of Teaching Evaluations**

October 29, 2013

- The administration of online teaching evaluations should begin no sooner than the first day of week 14: research suggests that exam week solicitation of evaluations contributes to lower scores.

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- Students may be sent up to three requests to complete teaching evaluations. The subject line should be specific to the course: BIO 104 Teaching Evaluation.
- Once students complete a teaching evaluation for a course, they should not receive further notices.
- Midway through the evaluation process, faculty members should receive an email indicating their response rate in each course.
- The Deans should explore linking teaching evaluation status (complete/pending) to the student portals.

University Senate: Passed, 10/19/13; forwarded as Emergency Item

President Richmond: Approved, 11/06/13