

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution on Course Evaluations by Students (CEBs) Evaluation Period

22-15/16-FAC—March 29, 2016—First Reading

RESOLVED: The University Senate designates the last two weeks of instruction plus the weekend following (ending at 11:59pm on the Sunday before the Monday of exam week) as the period that on-line course evaluations by students (CEBs) shall be open. This policy applies to semester-long courses during the regular academic semester. For courses that meet for shorter periods than a semester or courses conducted during the summer session, the course evaluation period shall be determined by the appropriate Dean or Associate Vice President.

RATIONALE: Senate Resolution 13-13/14 regarding the on-line administration of teaching evaluations states that the “administration of the on-line teaching evaluations is the responsibility of the dean of each college”. The resolution states that “the administration of online teaching evaluations should begin no sooner than the first day of week 14; research suggests that exam week solicitations of evaluations contributes to lower scores”. The current close date for the CEBs survey is 11:59pm on Friday of the last week of instruction. In Fall semester, 2015, in order to increase response rates on course evaluations, college office staff opened CEBs Monday, 11/16/15, a full week before Thanksgiving break. The concern of many faculty is that date is far too early for students to be able to evaluate the structure, materials and pedagogy of a semester-long course. College staff responsible for administering CEBs asked Faculty Affairs Committee for guidance regarding standard open/close dates.

Results from a google search of standard on-line course evaluation periods (completed March 15, 2016), show that colleges and universities vary widely regarding the period in which on-line course evaluations remain open (See Appendix A). The last two weeks of instruction are typically very busy for students; to accommodate students who are not able to complete evaluations or forget to fill out evaluations before the last day of classes, we recommend that the course evaluations remain open through the weekend before exam week begins.

Appendix A: Selected examples of on-line course evaluation periods

Note that data for most CSU’s were not available because 1) most CSU’s have not migrated to fully on-line evaluations (for example, CSU-Chico and CSU-Long Beach remain fully paper-based) and 2) some campuses, like CSU-Stanislaus, publish the on-line evaluation period information each semester and the current semester information was not yet posted.

Boston College

Open two weeks before the end of the final examination period and close the day after the last final exam

CSU-Sacramento

Open Last three weeks of the semester

CSU-San Marcos

Open last two weeks of instruction (excluding exam week)

San Diego State

Open no later than one week prior to the last day of instruction and run through the last day of the semester (when grades are due)

San Francisco State

Open last two weeks of instruction + plus two days (closes at 11:59pm the night before the first day of exams)

Georgia State University

Open last two weeks before classes end until 5 days after grades become available

SMU (Southern Methodist University)

Open during a three-week window (last week of classes, exam week, week after exams),

St. Louis University

Open 11 days before final exams begin through final exam week

MIT

Open for a two week period ending at 9:00am on the first day of exam week

UCLA

Open last two weeks of instruction (excluding exam week)

University of South Florida

Open 7 days ending 11:59pm on the last day of instruction.