**HUMBOLDT STATE UNIVERSTIY**
**University Senate**

**Resolution on Protocol for Conducting In-class Electronic Course Evaluations**

23-15/16--FAC March 29, 2016—First Reading

**RESOLVED**: That the University Senate recommends the following protocol for instructors (Unit 3 employees) to administer in-class electronic course evaluations.

1. Instructors should notify students least one class period in advance that evaluations will be performed in-class on a specified date. As part of the notification, instructors should ask students to bring some kind of portable electronic device (smartphone, laptop, tablet) to class on the designated day (HSU Library may have laptops for check-out).

2. To ensure maximum participation, instructors should arrange for the evaluation to be completed at the beginning of class and should allow ten to fifteen minutes for the evaluation. The instructor should indicate the course name, instructor name and course CRN (for example by writing them on the board) so that students are clear about the correct course evaluation link to access in their HSU email.

3. in accordance with Appendix J, section VII.A.2.a (1), instructors must leave the room while the evaluation is being conducted. Instructors may enlist a proctor (departmental staff, if available, or designated student) to potentially improve participation and quality of responses.

4. The proctor should notify the instructor when course evaluations have been completed so that the instructor may re-enter the classroom to resume instruction.

5. The instructor should remind students who were not able to complete the evaluation in class on the designated evaluation day that they may complete the evaluation outside of class until the course evaluations period close date.

*RATIONALE:* Faculty have expressed concern that the response rates on their course evaluations have dropped precipitously since the permanent adoption of on-line evaluation processes, which could be affecting the reliability of course evaluation data used in personnel review processes. Prior to the adoption of on-line only evaluations, response rates for all classes averaged between 70% and 80%. A preliminary Institutional Research and Planning analysis of Fall 2015 response rates indicates that the electronic-only response rate average for all classes is approximately 47% ,and rates among the same course number but different sections of a class can vary widely (for example, BIOL 105 rates range 25 to 58%). The most immediate way for many faculty to increase their course evaluation response rate is to designate class time for students to complete course evaluations.