

March 14, 2013

To: The Campus Community

From: Student Evaluation Review Board (SERB)

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Subject: Changes to Teaching Evaluation Policies

The new CFA/CSU contract alters teaching evaluation procedures. The agreement mandates that teaching be evaluated in all classes, unless the President approves a lesser requirement. It also allows for online evaluations of teaching. Consequently, the Academic Senate approved a new policy regulating teaching evaluations (F12-6).

As a result of the new policy, significant changes are coming to the Student Opinion of Teaching Effectiveness (SOTE) and the Student Opinion of Laboratory and Activity Teaching Effectiveness (SOLATE). All immediate changes affecting faculty are noted below, but the most obvious changes are that (1) all but officially excluded courses will be rated, and (2) all evaluations will take place online.

The new policy also creates more flexibility for multiple parties in the ways that SOTE/SOLATES may be administered, reported, and used. For items under our control, SERB and IEA are committed to making appropriate changes over time.

The most salient current changes that faculty and students should note include:

Faculty

- All evaluations will be conducted electronically on a secure platform
- All courses must be evaluated, with the following exceptions for which evaluation is optional:
 - supervision courses
 - courses taught by a non-faculty union member (administrator, student, etc.) are optional
 - special courses upon department request
- Faculty will announce the start of the SOTE/SOLATE 10-day window, a duty that can affect participation dramatically

- Faculty may exclude ratings of 1 course from their dossier if they taught 15 or more units during that academic year (AY)
- Reports to faculty will be made via MySJSU
- Because all courses are included, new norms will be reported each semester
- Less than 50% participation in evaluations will be flagged on reports in the same way that having fewer than 10 participating students is flagged.

Students

- Students will access evaluations via MySJSU
- Evaluations will be anonymous--no identifying information will be stored
- Students may access evaluations for their courses at their leisure within the 10-day window ending on the last day of instruction
- Once a student submits ratings for a course, the student may not re-enter the evaluation for that course.
- Grade release dates have been altered, giving only students who have submitted SOTE/SOLATEs earlier access to their grades (Grades will be withheld for nonparticipating students)

Other evaluation procedures will remain the same. More specifically, the following procedures still apply:

- SOTE/SOLATEs will be administered during the last ten days of instruction
- Faculty may not see SOTE/SOLATE results until after grades are turned in
- Students may not see their grades before they fill out SOTE/SOLATEs
- All items previously included in reports will be reported along with a few enhancements

For the classes that end early (*before April 30*), students will be able to evaluate their courses starting Friday, March 15, 2013. The evaluation period will end on Thursday, March 28 at 11:59 pm. The courses that end after April 30, the period designated for collecting SOTE/SOLATEs is between Tuesday, April 30 and Monday, May 13. If students complete all of their teaching evaluations, they will be able to access their grades starting Saturday, May 25. If they do not complete all of their teaching evaluations, they will not be able to see their grades until Thursday, June 20.

Please encourage your students to complete their evaluations when the time comes. Remind them that the questionnaires will be available to them in their MySJSU account; they should check there to fill out their evaluations. Please emphasize to your students the importance of these evaluations, and let them know that they may affect personnel decisions and quality of instruction.

Thank you.