

# Faculty OCE 2009/FA Notice (Intended for Email)

Dear Faculty,

Within the **next 2 days** you will begin to receive notices that your courses have been uploaded into the online course evaluation system and are ready for your review. The upload was processed on **Nov 12<sup>th</sup>**. The course evaluations **begin on Nov. 30<sup>th</sup>** and **end on Dec 11<sup>th</sup>**. Results will be **available Dec 22<sup>nd</sup>**.

We wish to bring you up-to-date on several aspects of the process. There are several topics based on questions received from all of you.

## **Accessing the Site:**

To access the evaluation site you can use the link sent to you in the e-mails or you can use the following link:

<http://evals.mansfield.edu/>

The user ID is the first part of your e-mail address (do not include "@mansfield.edu").

The password is the password you use for your e-mail.

We recommend that you make the above link a favorite in your website favorites list. For security purposes the link in the e-mail that is sent to you is only active for 48 hours.

## **Adding your own questions:**

If you would like to add questions to the course evaluations you may do so at anytime. The questions must be added before **November 29<sup>th</sup>**. Once the evaluation period begins questions can no longer be added.

## **Check to make sure all your courses are listed:**

Please check to ensure all of your courses are listed. Courses sections with an enrollment of 4 or more were loaded into the system. If a course is missing please let **Rob Pinkney** know before **November 29<sup>th</sup>**. If you are team teaching a course please make sure the team-taught course is in the list as well. If it is not we need to know before **November 29<sup>th</sup>**. Once the evaluation process begins we cannot "fix" these errors but we can fix them before the process starts.

## **Opting out of the course evaluation process:**

If you wish for some, or all, of your courses to be deleted from the process, send **Rob Pinkney** an e-mail indicating the course name, number, and section before **November 29<sup>th</sup>**. We will not delete a course once the evaluation period begins. Once we delete a course it is gone and cannot be retrieved. For your own protection, we recommend that you check with your department chair and evaluation committee prior to sending us the request to be sure you are able to opt out. As a courtesy you may want to let your students know you have opted out of the evaluation process. We often receive calls from students asking about courses they are enrolled in that do not appear on their list. They often ask why a professor opts out and are frustrated when we cannot offer them the reason for opting out.

## **Reminders to students:**

In the past, a number of students have indicated that the reminders went to their junk mail folder. We think we have fixed this issue but still are concerned. Please remind your students that the evaluations will be starting and to be prepared to check their junk mail folder if they do not receive an e-mail on **November 30<sup>th</sup>**.

The student reminders are set on a **72** hour cycle. Email is generated until the student accesses the site for all of their courses. A student does not have to complete all the evaluations at once but a new Email is generated if any of their course evaluations have NOT been opened.

**Response rates:**

Each reminder you receive will have a table that displays your response rate for each course. If your response rates are below 80%, please consider reminding your students to submit the evaluation soon. The longer the student waits, the less likely he/she is to submit an evaluation.

Thank you for your time and patience with the process. Please feel welcome to contact me with any questions you may have about the process.

Regards,

Rob Pinkney

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663-4855

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