The Importance of Course Evaluations

Feedback value to instructor
- Improve syllabus -
- Improve teaching manner -

Feedback value to department / school / program
- Instructor effectiveness -
- Improve curriculum -
From IDEA to SmartEvals

Since 2013, the university’s course evaluations have been administered using IDEA via Campus Labs.

Starting with the Fall 2019 term, the university’s course evaluations will be administered using SmartEvals.
From IDEA to SmartEvals

SmartEvals was selected by a committee that consisted of deans, senior management for IT, administrators, faculty, student representative, and members of the Office of Institutional Effectiveness.
Training Objectives

-Course Evaluation Process Roles-

-Timeline for Transitioning from IDEA to SmartEvals-

-Processes for Assigning Specific Questions to Courses-

-Processes for Confirming Active Course Information-

-Processes for Confirming Instructor Information-

-Responsibilities of All Departments/Schools/Programs-

-Questions-
Course Evaluation Process

The Role of the Office of Institutional Effectiveness (OIE)

Responsible for administering the course evaluations to students.

Responsible for reporting the results to faculty and department heads.
Course Evaluation Process

The Previous Role of the Departments/Schools/Programs

Responsible for confirming the dates of evaluation and reporting periods.

Responsible for confirming which courses would receive Diagnostic v. Short question sets.

Responsible for verifying course information is correct in LOCUS.

Responsible for confirming the courses in the system that should not be evaluated in LOCUS.
Course Evaluation Process

The New Role of the Departments/Schools/Programs

Responsible for providing any supplemental questions for course evaluations.

Responsible for verifying course information is correct in LOCUS.

Responsible for confirming the courses in the system that should not be evaluated in LOCUS.
Course Evaluation Periods

Dates for survey periods of course evaluation periods cannot be changed.

Survey and reporting periods will be based off the course end date.

<table>
<thead>
<tr>
<th>Course Types</th>
<th>Survey Start Date</th>
<th>Survey End Date</th>
<th>Report Release for Department</th>
<th>Report Release for Instructor</th>
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<tbody>
<tr>
<td>Courses Running From 8/26-12/14</td>
<td>26 Days Before Course End Date</td>
<td>12 Days Before Course End Date</td>
<td>12 Days After Survey End Date</td>
<td>15 Days After Survey End Date</td>
</tr>
<tr>
<td>Courses Longer Than 3 Weeks but Not Running 8/26-12/14</td>
<td>17 Days Before Course End Date</td>
<td>7 Days Before Course End Date</td>
<td>12 Days After Survey End Date</td>
<td>15 Days After Survey End Date</td>
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<tr>
<td>Courses Equal To or Shorter Than 3 Weeks but Greater Than 2 days</td>
<td>9 Days Before Course End Date</td>
<td>2 Days Before Course End Date</td>
<td>12 Days After Survey End Date</td>
<td>15 Days After Survey End Date</td>
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<tr>
<td>Courses Equal To or Less Than 2 days</td>
<td>1 Day After Course End Date</td>
<td>8 Days after Course End Date</td>
<td>40 Days After 12/14 (Term End Date)</td>
<td>43 Days After 12/14 (Term End Date)</td>
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Transition Timeline

SmartEvals will be implemented for the Fall 2019 term.

Once the information is uploaded into SmartEvals, it cannot be updated.

Deadlines are crucial.

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<tr>
<th>Event</th>
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<tr>
<td>Supplemental Question Forms Due (Feedback) / LOCUS Extract File Sent for Review</td>
<td>July 22</td>
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<tr>
<td>Supplemental Question Forms Due (Final)</td>
<td>July 29</td>
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<tr>
<td>Verify Extract Information / Finalize Active Courses and Instructor Information in LOCUS</td>
<td>August 6</td>
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</table>
Provide Question Sets for Specific Courses

There will no longer be Diagnostic and Short question sets to choose from.

Every course at Loyola will be assigned to the same standard set of thirteen questions.

Schools may assign up to five additional questions to a particular course or set of courses.

Each unit may submit up to three additional sets of questions to be assigned to sets of courses.
Provide Question Sets for Specific Courses

The standard set of questions is accessible via:

Reviewing Course Information

Prior to the course evaluations, we will provide the group with a copy of the LOCUS extract file that is uploaded into SmartEvals for that term.

If information is listed incorrectly on the extract file, it must be corrected in LOCUS before being uploaded into SmartEvals.
This should be done by August 6.

The necessary corrections are updating Instructor information and removing courses from being evaluated.
Reviewing Course Information in LOCUS

Step 1

Log into LOCUS
Reviewing Course Information in LOCUS

Step 1

Access via:
https://locus.luc.edu
Reviewing Course Information in LOCUS

Step 1
Reviewing Course Information in LOCUS

Step 1
Reviewing Course Information in LOCUS

Step 2

Access Assigned Academic Unit
Reviewing Course Information in LOCUS

Step 2
Reviewing Course Information in LOCUS

Step 2
Reviewing Course Information in LOCUS

Step 2
Reviewing Course Information in LOCUS

Step 2
Reviewing Course Information in LOCUS

Step 2
Confirming course information is correct in LOCUS is a critical task the each department/school/program must do.

Course information is rolled over for each like term.

To add a new course or make changes to a specific course, submit a request to the Office of Registration and Records via the Course Inventory Form
https://locus.luc.edu/pa91prd/locus_help/CourseInventoryForm.pdf

Appointed individuals from each unit should have this training.
Updating Course Information in LOCUS

Step 1

Log into LOCUS
Updating Course Information in LOCUS

Step 2

Access Assigned Academic Unit
Updating Course Information in LOCUS

Step 2
Updating Course Information in LOCUS

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Course Term Codes
1 – J term
2- Spring
4 – Summer
6 – Fall
8 - Winter
Updating Course Information in LOCUS

Step 2

[Image of the LOCUS software interface for maintaining a schedule of classes]
Updating Course Information in LOCUS

Step 3

Update Information in LOCUS
Updating Course Information in LOCUS

Step 2

[Image of the LOCUS interface showing the process of updating course information]
Updating Course Information in LOCUS

Step 3
Verifying Course Information in LOCUS

Step 3
Verifying Course Information in LOCUS

Step 3
Verifying Courses to be Evaluated in LOCUS

Confirming which courses should not be evaluated in LOCUS is a critical task the each school must do.

Courses in the system are defaulted to be evaluated, but if a course is in the system and should not be evaluated, it is the responsibility of each unit to properly indicate that in LOCUS.

Appointed individuals from each unit should have this training.
Verifying Courses to be Evaluated in LOCUS

Step 1

Log into LOCUS
Verifying Courses to be Evaluated in LOCUS

Step 2

Access Assigned Academic Unit
Verifying Courses to be Evaluated in LOCUS

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Course Term Codes
1 – J term
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Verifying Courses to be Evaluated in LOCUS

Step 2
Verifying Courses to be Evaluated in LOCUS

Step 2
Verifying Courses to be Evaluated in LOCUS

Step 3

Designate Courses that Will Not Be Evaluated
Verifying Courses to be Evaluated in LOCUS

Step 2

[Image of a webpage showing a search interface for Loyola class updates by group]
Verifying Courses to be Evaluated in LOCUS

Step 3
Verifying Courses to be Evaluated in LOCUS

Step 3

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Note: The table above is a partial view of the course list in LOCUS. The complete list can be accessed through the course management system.
That’s All, Folks!

Thank You!