MEMO

To: **Patti LiWang, Chair, Curriculum Committee, School of Natural Sciences**
Ariel Escobar, Chair, Curriculum Committee, School of Engineering
Jan Wallander, Chair, Curriculum Committee, School of Social Sciences, Humanities and Arts

From: The Ad-hoc Committee on Course Evaluations
Carolin Frank (GRC)
Laura Martin (SACA)
Nella Van Dyke (DIVCO, chair)

Date: 11/19/10

Re: final course evaluations

CC: Mark Aldenderfer, Dean, School of Social Sciences, Humanities and Arts
Maria Pallavicini, Dean, School of Natural Sciences
Dan Hirleman, Dean, School of Engineering
Cristian Ricci, Chair, SSHA
Mike Colvin, Chair, School of Natural Sciences
Tom Harmon, Chair, School of Engineering
Evan Heit, Senate Chair
Susan Amussen, UGC Chair
Chris Kello, GRC Chair

The Ad-hoc Committee on Course Evaluations once again appreciates the timely and helpful feedback on our proposal provided by the School Curriculum Committees and faculty chairs. All three schools approved the 14 uniform course evaluation questions. All three also approved the 8 questions for evaluating learning outcomes, although SSHA requested 2 additional questions and had suggestions for improving the instructions. We provide additional information on these in the pages that follow, along with the final evaluation questions. We leave it to the schools to implement the new evaluations in the manner they see fit (e.g., scantron, online, etc). We request that the new questions be used for the Spring 2011 course evaluations.

The Committee would again like to thank the three schools for their prompt and helpful attention to this project.

Objective 1: Establish Uniform Course Evaluation Questions

All three schools approved the 14 questions for course evaluation. SSHA's faculty chair suggested some question re-wording which the Committee seriously considered. However, we chose to retain the original wording. The final set of questions, which will be used for student evaluations for every course on campus, are included in the following pages.

Course Evaluation Form

Please print the name of your instructor and the course title and number.

Instructor:_____

Course title and number:_____

Please indicate how this course fits in with your academic program. It is:

1 in my major 2 in my minor 3 a general education requirement 4 an elective 5 other

Use the scale below to rate the following statements:

Disagree Strongly			Neither Agree nor Disagree			Agree Strongly	Not Applicable
1	2	3	4	5	6	7	N/A

	Score
1. This instructor was effective overall.	
2. The instructor's explanations were clear.	
3. In this class, I was treated with respect.	
4. Materials used in this course (text, readings, notes, websites, etc) were useful.	
5. Assigned work was valuable to my learning.	
6. This class was well organized.	
7. I knew what was expected of me in this class.	
8. The instructor was well prepared for class.	
9. There was sufficient time in class for questions and discussion.	
10. The instructor displayed enthusiasm for the subject matter.	
11. Methods of evaluation in this course were fair.	
12. Feedback on my work was valuable to my learning.	
13. The instructor was available for consultation outside of class.	
14. I learned a great deal in this course.	

Please answer the following questions:

1. What do you like most about the course and instructor?

2. What could the instructor do to improve the course, if anything?

3. Other comments or suggestions.

Objective 2: Establish Questions to Evaluate Student Learning Outcomes

Natural Sciences and Engineering faculty approved the set of 8 learning outcome questions proposed by the Course Evaluation Committee in fall of 2010 as well as the proposed method for ensuring that it is clear which outcomes are relevant to a specific class. The SSHA Curriculum Committee approved the 8 questions but had a suggestion and a request. First, they suggested that in addition to instructors completing a form indicating which outcomes are relevant to their course, we include a recommendation that instructors tell their students which outcomes are relevant before they begin the evaluation. This will ensure that students know which questions to focus on and which to indicate were not applicable (N/A). We have modified the instructor form to include this suggestion.

SSHA requested that the final set of learning outcome questions include two questions from the previous version that we had cut: those regarding "gaining factual knowledge" and "understanding fundamental concepts and principles," for a total of 10 questions. In order to accommodate their request while addressing faculty concerns regarding questionnaire length, <u>we have provided two versions of the student learning outcomes evaluation forms</u>. One includes the 8 questions proposed by the Course Evaluation Committee in the fall of 2010, the other includes the 8 questions and the additional 2 requested by SSHA. Faculty in Natural Sciences and Engineering can choose which form they would prefer to use.

Version 1: 8 Learning Outcome Questions (schools must select which version to use)

Instructor Form:

Instructor:_____

Course title and number:_____

As part of course assessment students are being provided with a series of questions regarding learning objectives. They are asked to indicate the extent to which the course contributed to their progress on UCM's institutional learning objectives.

We recommend that you tell your class which learning outcomes are relevant to your course before they begin completing their evaluation form.

Please indicate which of the following are desired learning outcomes for your course by putting an X by each relevant objective. If the objective is not one that is applicable to your course, then leave it blank. Turn this form in to the office staff who handle course evaluations.

	1. Learning to apply knowledge, concepts, principles, or theories to a specific situation or problem.
	2. Learning to analyze and critically evaluate ideas, arguments or points of view.
	3. Developing communication skills (oral or writing).
	4. Learning to value diverse perspectives in both global and community contexts.
	5. Following ethical practices in the profession or discipline.
	6. Acquiring skills in working with others as a member of a team.
	7. Gaining a broader appreciation of intellectual/cultural activity (music, science, literature, etc.)
	8. Gaining skills that will help me realize my full potential.

Student Form

Appraisal of Progress (Note: only to be included with primary instructor evaluation)

Instructor:_____

Course title and number:_____

How much did this course contribute to your progress on the following UC Merced institutional learning objectives?
Use N/A if the learning objective was not specifically addressed in this course.

Not at all			Moderately			Very highly	Not Applicable
1	2	3	4	5	6	7	N/A

Statements	**Score**
1. Learning to apply knowledge, concepts, principles, or theories to a specific situation or problem.	
2. Learning to analyze and critically evaluate ideas, arguments or points of view.	
3. Developing communication skills (oral or writing).	
4. Learning to value diverse perspectives in both global and community contexts.	
5. Following ethical practices in the profession or discipline.	
6. Acquiring skills in working with others as a member of a team.	
7. Gaining a broader appreciation of intellectual/cultural activity (music, science, literature, etc.)	
8. Gaining skills that will help me realize my full potential.	

Version 2 - 10 Learning Outcome Questions (Schools must select which version to use)

Instructor Form:

Instructor:_____

Course title and number:_____

As part of course assessment students are being provided with a series of questions regarding learning objectives. They are asked to indicate the extent to which the course contributed to their progress on UCM's institutional learning objectives.

We recommend that you tell your class which learning outcomes are relevant to your course before they begin completing their evaluation form.

Please indicate which of the following are desired learning outcomes for your course by putting an X by each relevant objective. If the objective is not one that is applicable to your course, then leave it blank. Turn this form in to the office staff who handle course evaluations.

	1. Gaining factual knowledge.
	2. Understanding fundamental concepts and principles.
	3. Learning to apply knowledge, concepts, principles, or theories to a specific situation or problem.
	4. Learning to analyze and critically evaluate ideas, arguments or points of view.
	5. Developing communication skills (oral or writing).
	6. Learning to value diverse perspectives in both global and community contexts.
	7. Following ethical practices in the profession or discipline.
	8. Acquiring skills in working with others as a member of a team.
	9. Gaining a broader appreciation of intellectual/cultural activity (music, science, literature, etc.)
	10. Gaining skills that will help me realize my full potential.

Appraisal of Progress (Note: only to be included with primary instructor evaluation)

Instructor:_____

Course title and number:_____

How much did this course contribute to your progress on the following UC Merced institutional learning objectives?
Use N/A if the learning objective was not specifically addressed in this course.

Not at all			Moderately			Very highly	Not Applicable
1	2	3	4	5	6	7	N/A

Statements	**Score**
1. Gaining factual knowledge.	
2. Understanding fundamental concepts and principles.	
3. Learning to apply knowledge, concepts, principles, or theories to a specific situation or problem.	
4. Learning to analyze and critically evaluate ideas, arguments or points of view.	
5. Developing communication skills (oral or writing).	
6. Learning to value diverse perspectives in both global and community contexts.	
7. Following ethical practices in the profession or discipline.	
8. Acquiring skills in working with others as a member of a team.	
9. Gaining a broader appreciation of intellectual/cultural activity (music, science, literature, etc.)	
10. Gaining skills that will help me realize my full potential.	