Institutional Research & Testing

Science Lab Evaluations
IRT PROCEDURE POLICY

Request Form

- The form is a departmental listing of all current semester lab courses that meet the guidelines for courses to be evaluated.
- The form is sent to each participating Science Lab Director and is used for requesting and submitting specific data required for generating packets and reports.
- All classes with enrollment less than 5 enrolled will not be listed.
- Only the lab "recorder of grade" instructors are listed.
- The instructors are identified by BUID and name.
- The courses are identified by CRN, prefix, course number, section number and course type.
- The Director reviews the list and decides who/what is to be evaluated by placing an "X" in the required column on the line related to the BUID, course and section number.
- Packets will be generated ONLY for those with a submitted designation of an "X".
- A packet will not be generated for those listings left blank.
- The enrollment number listed in Banner for each class will determine the number of forms in each instructor's packet. The label on the packet envelope will reflect this number.

NEW Evaluation **Form** *(Revised 200920)*
- Due to a new scanning system a new form will go into use as of June 2009 requiring the use of black ink, blue ink or very heavy pencil markings.
- All previous printed evaluation forms are to be returned to the IRT office.

More Definitions

- *Req* – Required status. Place "X" if applicable.
- *CRN* - Course Reference Number identifies the course listing for that semester. This number will be differ from the CRN listed each previous semester.
- *Enrl* - total number of students enrolled (taken from Banner on 12th class day).
- *# Forms (If Differ from Enrl #)* – Refers to any change in the number of forms needed. (Keep in mind this number will indicate the number of forms for corresponding instructor's packet.)
- *EarlyDate* – Refers to any date prior to the normal distribution time of packets. Enter the "date needed by". (The AA will be notified when packets are ready for pick-up.)
- *Graduate Teaching Assistant* – also referred to as GTA

Packets

- Toward the end of each fall and spring semester, a packet will be generated for each request submitted by the Director on the request form.
- Notification that packets are ready for pick up and distribution will be sent to the Graduate Program Director (copy to Administrative Asst) after packaging is completed.
- Packets designated as *Early* will be packaged and departments notified of their readiness prior to the date needed.
- Instructions on the evaluating procedure will be sent to each Graduate Program Director along with a list of important dates.
- Reports will be generated according to the data on the envelope label; therefore, it is extremely important that labels not be defaced.
- Only the contents that relate to the packet label are to be included in the envelope.
- Multiple section numbers are NOT to be placed in same envelope.
- Multiple instructors are NOT to be placed in same envelope.
- All <u>unused evaluation forms</u> are to be returned in the same envelope they were received in.
- All <u>unused packets</u> are to be returned to the IRT office.

Criteria for NOT SCANNING

- **Passed Deadline** - Received in IRT office after deadline. The date received in the IRT office is recorded on the packet envelope as verification of missed deadline.
- **Not in Original Envelope** - Forms were not returned in original packet envelope.
- **Not in Envelope** - Loose forms with no envelope.
- **Insufficient Number of Responses** - Returned packets with less than five valid evaluation forms. Note that there may be five or more forms in the packet, but fewer than five were scannable. This usually happens due to inaccurate marking**.**
- **Inaccurate Marking** – The form should be filled out completely with a black, blue ink pen or #2 pencil (very heavy markings). Light pencil marks may not read accurately and may result in the impossibility of scanning part or the entire packet.
- **Defaced Label** - Any changes made to label, either in name, course or section number, will not be accepted unless approval has been made by the IRT Faculty Evaluation Coordinator.

Online Reports

- After scanning is completed, the reports are generated and posted online.
- Each participating Graduate Program Director and Graduate Teaching Assistant will be sent notification as soon as viewing on the web is available.
- Each Graduate Program Director will be able to view only those courses that relate to his/her program.
- Each Graduate Teaching Assistant will be able to view only those courses he/she taught.

Return of Packet After Processing

- Once reports are posted online, a pick-up notification is sent to the director (copy to AA).
- All packets are returned to the corresponding Graduate Program Director.
- For security reasons, completed evaluation packets should not be placed in Campus Mail for distribution.