Dear Deans, Department Chairs and Program Directors,

Recently, we communicated with you regarding the student course evaluations for spring 2020. To administer the evaluations we will be using the online system that was developed a few years ago and has been used since for online courses. At the time the system was built, department ADAs loaded questions into the system for all subject areas.   The questions you chose to load at that time can be viewed on the J drive.

J: → Shared → TEMP_PS_SCAFE_Questions

We have delayed the release of the course evaluations to students by one week to give you some time to make modifications if you wish to do so. Please work with your deans offices to make changes. At least one person in each college has been trained to use the system. The surveys will become active on Sunday, May 3. Changes must be made before then. If you wish to make modifications, the questions are loaded at the subject area level.

Also, as proposed by the University Committee, we would like you consider adding the questions in the attachment so that we can collect additional information about students' experiences with the face-to-face to online transition.

As previously communicated, none of the information collected this semester will be used for merit, promotion, tenure or renewal evaluations.

We realize this is going to be a bit messy, but we feel it is important to keep things as normal as possible for students, and to collect information that will help us adapt to what is likely to be an increasingly online education environment.

Please let me know if you have any questions.

Gary

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