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Dear Deans,

After much discussion, we have decided that we will proceed with student course evaluations for spring 2020 using the online evaluation system that was developed a few years ago and has been used since then for online courses. As we have discussed, this system was not developed only for online courses. We also hoped to use it for face-to-face courses and departments loaded evaluation questions for face-to-face courses at the time the system was built. At that time we also trained Academic Department Associates to interact with this system. CTS administers the system, makes it available to students, sends them reminders, etc., so the ADAs don't have to do anything unless departments want to modify the questions.

We intend to let faculty know soon that this is our plan, but we know they will have lots of questions, will want to review the questions that are in the system, etc. Before we do that I want to make sure that there is at least one person in each college who understands this system and can help faculty modify the evaluation questions, if desired. I consulted with Ashi Yusuf and with Joe Lambin today, and I think I know the following.

1. Joe Lambin and Jared Holloway are already ion top of this for CAH.
2. Connie Minton was trained in CSSPS.
3. Katie Aiello was trained in CNHS.
4. Someone in CBEC must know how to do this because it's used it every semester.

So, my question for now is, who in each of your colleges should chairs contact with questions about this system?

Gary

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