

MEMORANDUM

TO: Faculty, Directors of Undergraduate Studies, and staff assistants
FROM: Office of Assessment, Trinity College
RE: **Recommended practices for the administration of course evaluations**

Dear Colleagues,

Knowing that maintaining strong return rates is of the highest importance for faculty and academic departments, we are providing here some general suggestions for the administration of course evaluations. Please bear in mind that, in addition to the development of new technologies and tools for the conduct of evaluations, we also are promoting a culture of student engagement. As an end-of-term ritual, we expect online evaluations to continue to gain traction over the next several semesters. Our collective conversations about evaluations, with students and with colleagues, are essential parts of this process.

At minimum...

Course instructors should

- visit DukeHub to monitor the course return rate and complete the Instructor Course Description Form
- communicate to students that course evaluations are available online through DukeHub
- share with students PDF of access instructions
- provide reminders to students that the evaluation process is important and underway

Department personnel were asked to review the eligible course list and provide any corrections to the Office of Assessment. Failure to observe a missing course results in the absence of the evaluation link for students in DukeHub.

We strongly recommend...

Instructors ask students to bring a laptop or tablet to class to complete the evaluation at a scheduled time. Return rates are highest when faculty schedule class time for this important activity.

Department personnel

- Discuss the process of course evaluations in faculty and staff meetings
- Email program first and second majors to convey the importance of timely and thoughtful completion of course evaluations
- Encourage faculty and staff who may be traveling immediately after the end of the term to install a VPN on their laptops or home computers. Visit oit.duke.edu, and search for VPN.

When a graduate level course has one or more undergraduates enrolled, the course is included for evaluation by the Office of Assessment, Trinity College. For these courses, it is highly recommended that both the undergraduate and graduate level students complete the course evaluation forms in ACES. Doing so will provide a more complete picture of the course and provide more comprehensive data for use in the reporting process.

For Help

For technical assistance accessing the evaluations forms in DukeHub, please contact the OIT Help Desk at 919-684-2200. Please contact the Office of Assessment (assessment@duke.edu) if you have any general questions about the course evaluation process overall.