

Office of Assessment  
TRINITY COLLEGE

**MEMORANDUM**

TO: Directors of Undergraduate Studies, and staff assistants  
FROM: Office of Assessment, Trinity College

Dear Colleagues,

We want to thank you for helping with the end of term course evaluation process, and we continue to welcome your constructive feedback during this process. Online evaluation forms are available for eligible Trinity College, Pratt School of Engineering, Marine Lab, Study Abroad, and NSOE graduate level courses.

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 DukeHub. Doing so will provide a more complete picture of the course and provide more comprehensive data for use in the reporting process. If this applies to a course within your department, please remind your faculty that both undergraduate and graduate level students should complete the course evaluation form in DukeHub.

**Department responsibilities**

You are asked to discuss the course evaluation process with your faculty throughout this process. Please convey the importance of faculty engagement in evaluations, as well as the usefulness of the resulting data for program and course enhancement.

*Information sessions and office hours.* To support your work with evaluations, information sessions and office hours will be offered shortly after the reports are published. Please watch for scheduling information from the Office of Assessment, Trinity College.

*Duke firewall and using VPN.* Note that the new reporting platform (Tableau Software) resides behind Duke's firewall. This policy decision was made by the IT Security Office. Faculty and staff who attempt to access reports in Tableau while away from campus (that is, not on the Duke network) will be blocked. We strongly recommend that users who expect to need evaluation reports while off campus set up a Virtual Private Network (VPN) in advance. Instructions are available on the OIT website. Visit [oit.duke.edu](http://oit.duke.edu), and search for VPN.

*Reports.* The basic content of the evaluation form is unchanged; you will continue to have access to the information you need for departmental reports. Course evaluation reports from Summer II 2013 to present are published and disseminated to authorized users through [tableau.oit.duke.edu](http://tableau.oit.duke.edu). Information about Tableau is available on the Office of Assessment website.

Please continue to visit the Office of Assessment website ([assessment.aas.duke.edu/evaluations](http://assessment.aas.duke.edu/evaluations)) to

- Access the website housing course evaluation reports
- Obtain copies of instructional materials and user guides pertaining to online course evaluations
- To request changes to the personnel needing access to online course evaluation reports
- Request changes to a previous term's SACES opt-in selection [faculty only]

### **Student responsibilities**

Students enrolled in courses eligible for evaluation will be completing evaluations online through DukeHub (<http://aces.duke.edu/>). While we ask that faculty explain the process to students and encourage them to participate, faculty and department personnel are not required to send out any web links or forms electronically.

Students are informed that any information submitted via the online form is confidential. Data are reported in the aggregate only, and no personally identifying information will be released. Faculty will not see evaluation results until after grades are submitted.

Students will receive communications about the course evaluation process at multiple points in the term. The forms are straight-forward, but if necessary, instructions for students are available on the Office of Assessment website. Faculty and department personnel are welcome to print, download, or forward these instructions as necessary.

(<http://assessment.aas.duke.edu/evaluations/>)

### **Faculty responsibilities**

Course instructors are asked to encourage students to visit DukeHub to complete the course evaluation form for their classes. Whenever possible, we recommend that faculty 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. If that is not possible, faculty should instruct students to visit DukeHub to complete the evaluation as soon as possible.

Faculty also should visit DukeHub Faculty Center to monitor the course return rate and to complete the Instructor Course Description Form online. We are collecting only one Instructor Course Description Form submission for each course. If a class has multiple instructors, only one instructor will have access to this online questionnaire. If it is a team-taught and one instructor does not have access to the questionnaire, he or she should check with his or her colleague. Also, in the event that a course has multiple cross-lists, the faculty form is available only for one section. This is to prevent multiple submissions of the Instructor Course Description Form.

### **For Help**

For technical assistance accessing the evaluations forms in DukeHub, please contact the OIT Help Desk at 919-684-2200, option 2. Please contact the Office of Assessment ([assessment@duke.edu](mailto:assessment@duke.edu)) if you have any general questions about the course evaluation process overall.

Regards,  
Office of Assessment  
Trinity College, Duke University