

Timeline to Summer 2020 EvaluationKIT Launch

Spring 2020

- Administer current system with technical support from OIR.
- Implement prototype, assess, and make modifications.
- Develop feedback questions with schools/colleges, departments, and faculty.
- Offer information and training sessions.
- Develop and implement student communications plan.

Summer 2020

- Retire current system.
- Launch EvaluationKIT with Maymester/Summer Sessions courses.
- Continue to offer information and training sessions.
- Develop and implement student communications plan.

Prototype Underway

iSchool, University College, and Whitman are important collaborators in the EvaluationKIT prototype this semester. Students taking courses in the prototype will receive invitations to complete course feedback forms in the new online platform.

Course Feedback Planning

Resources are available on our website:

<https://effectiveness.syr.edu/course-feedback/evaluationkit/>

- Course feedback practices and policies
- EvaluationKIT administrator and instructor overviews
- EvaluationKIT launch timeline for Maymester and Summer Sessions
- Prototype core questions
- Draft item banks (These are works in progress. We welcome suggestions, as well as comments, about the content.)

Best Practices for Enhancing Student Participation

Here are some tips for improving response rates and the quality of course feedback from your students.

- Take time in the starting weeks of class to discuss the value of student feedback. Consider collecting feedback throughout the course and not solely at the end (e.g., after the first few weeks, following a major project or activity, and/or at mid-semester). Collecting information at multiple points throughout the course enhances your teaching and your students' learning, as well as maintains communication between you and your students. These efforts show students that you value their perspective and can lead to more effective responses once the course feedback window is open.
- Share prior quantitative and qualitative feedback with current students and be transparent about how it was incorporated into the course. This could include examples of helpful feedback that was used, as well as unhelpful feedback that couldn't be used.
- Guide students to leave quality comments to open-ended questions by providing examples of responses that were constructive, focusing both on areas students felt were successful in the course, as well as areas where they felt improvement could be made.
- While the course feedback window is open, remind students during each class session to complete their forms and thank those who have already done so. With EvaluationKIT, response rates can be tracked in real time and can be used to prompt students to provide feedback.
- Reserve 15 minutes during class time for students to complete the feedback form. Discuss this in advance and encourage students to use their mobile phones or laptops on a selected date. The instructor should exit the room for the duration of the allotted time. Departments at Syracuse University that make an effort to utilize class time tend to receive response rates of 75% or higher.



Contact IEA with any questions or comments:
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