

EvaluationKIT Launched

After a successful spring prototype with the iSchool, University College and Whitman, EvaluationKIT (EK) was fully launched over the summer. Implementing the new course feedback framework presents an exciting opportunity for Syracuse University to collecting more constructive and actionable feedback from students in support of teaching and learning.

In the University's framework, all students are given the opportunity to share perceptions and opinions on their courses regardless of delivery format, time schedule, or campus location. **Within EvaluationKIT, faculty and administrators in the schools/colleges have direct access to real-time response rates and results after grades are submitted.** The framework and new platform set-up were shaped by input received from students, faculty, staff, and administrators over the past year.

Student Ratings System Decommissioned

The Office of Institutional Research (OIR) student ratings system was created 10 years ago to support one department's interest in using online forms. Over the years, it grew to include 60% of the University's courses. In June 2020, the system was decommissioned with the launch of EvaluationKIT. **OIR-produced reports from fall 2007 to spring 2020 will continue to be available in MySlice through June 2021.** Starting July 1, 2021, these reports will be available upon request from IEA.



Contact IEA with any questions or comments: coursefeedback@syr.edu



Course Feedback Resources

Visit the IEA website to [access resources and information](#) on:

- Syracuse University course feedback framework
- Course feedback practices and policies
- Student, faculty, and EK administrator access to and use of EvaluationKIT
- Common questions, form development, and EK item banks
- Frequently asked questions

Important Next Step for Departments

While consistency in course feedback forms over time is important, periodic reflection on the instruments is also an important undertaking. The EK transition presents a good opportunity for this discussion, and some areas have already revised and refined their forms. For those that have not, faculty are encouraged in the upcoming year to review existing forms and:

- Identify overlap with the Academic Affairs common questions
- Consider how course feedback data have been used to enhance teaching practices and department or program operations, as well as in the promotion and tenure process
- Critically reflect on what faculty want to know about students' course experiences and how questions are worded to minimize biased responses
- Engage students in the reflective process

IEA is available to meet either virtually or in person to support this effort, as well as hear faculty input, share information, and answer questions.

EvaluationKIT Training for Faculty and Administrators

EK training sessions are being offered via Zoom. Options include comprehensive training, as well as special topic sessions, such as how to use the Instructor-Selected Question and Results/Report Builder capabilities. [Learn More and Register Now!](#)

Next Steps for IEA

- Facilitate discussions with faculty, schools/colleges, departments, and campus partners around using actionable feedback to improve teaching and learning
- Refine and enhance questions and instruments based on departmental and faculty needs
- Offer course feedback information and EvaluationKIT training sessions to faculty, staff, and school/college/department leadership to support effective and efficient use of the new platform
- Partner with OIR to conduct a study of bias in student responses
- Develop and implement a student communications plan to promote the importance of providing constructive course feedback

Need to Know for the Fall Semester

Course Feedback Form

Course feedback forms in EvaluationKIT are made up of blocks of questions that appear to students as a seamless survey. Blocks are displayed in the following order:

- (1) Academic Affairs common questions
- (2) School, college, and/or department questions and
- (3) Individual instructor questions (if applicable).

Academic Affairs common questions include:

- My key reasons for taking this course were:
- For this course, on average, I spent the following time, outside of synchronous or in-person class sessions, on course work:
- I feel that I performed to my potential in this course.
- The syllabus was an accurate guide to course requirements.
- Student participation and the contribution of ideas, comments, and questions were encouraged.
- Course assessments (e.g., exams/quizzes, papers, presentations, projects, performances, etc.) allowed me to demonstrate what I learned.
- I received helpful feedback from the instructor to guide my progress in this course.

The following schools/colleges have enabled the custom questions option for faculty to add up to 5 forced-choice and/or open-ended questions to their course form(s):

- School of Architecture
- College of Arts and Sciences
- School of Education
- College of Engineering and Computer Science
- Falk College of Sport and Human Dynamics
- College of Law
- Maxwell School of Citizenship and Public Affairs
- S.I. Newhouse School of Public Communications
- College of Visual and Performing Arts

EvaluationKIT Access

Single Sign On @ coursefeedback.syr.edu | Blackboard Course Feedback Module | Link in Emails | MySlice Faculty Services Pagelet (Faculty Only)

Course Feedback Windows

The window during which time students provide their course feedback is automated to start and end depending on course duration.

Course Length

- 1-14 days
- 15-28 days
- 29-56 days
- 57+ days

Course Feedback Duration

- Opens last day of class for 7 days
- Opens 3 days before class ends for 7 days
- Opens 7 days before class ends for 8 days
- Opens 14 days before start of final exams for 14 days

Important Dates

- Fall 2020 term dates: **8/24 – 12/9**
- EvaluationKIT course verification with administrators begins on **9/8**
- Course feedback window (full term courses): **11/18 – 12/2**
- Instructor-selected question selection opens 3 weeks before course feedback window open for each course (dependent on course end date)

Communications

EvaluationKIT automatically sends email notifications directly from the platform:

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|---------|--|
| Student | <ul style="list-style-type: none">▪ The day any of their course surveys open and reminders every 3 days after the survey opens until it closes▪ Certificate of completion email |
| Faculty | <ul style="list-style-type: none">▪ 21 days prior to survey opening with access to add custom questions▪ The day any of their course surveys open and reminders every 3 days after the survey opens until it closes▪ The day reports become available for their course(s), which will be 10 days after grades are due for full semester courses and 17 days after course end date for most flexible format courses |

EK Administrator: A Critical Role

EvaluationKIT syncs with Blackboard to load course information into the platform. EK administrators at the department level collaborate with IEA to ensure that the course feedback project is correctly set up for their area during each academic term. **The EK administrator plays a critical role and confirms course listings, end dates, instructors, and cross-listed course mapping.** Faculty also have access to course information and can contact IEA if they notice any discrepancies or have questions.