

Administering Student Evaluations of Faculty (SEF) Online: Recommendations and FAQ

Background

The current paper-based system of Student Evaluations of Faculty (SEF) at CSUN utilizes the Scantron Class Climate software. Class Climate also provides the option to administer the SEF forms online, which some CSUN courses already do. This has previously been done by emailing students a link to the electronic SEF for their course. CSUN has recently purchased the Moodle plug-in for Class Climate which allows us to direct students to the Class Climate online survey via their Moodle page. The process for SEFs has not changed, but instructors may elect to administer them electronically via this Moodle plug-in.

Recommendations

In order to encourage high levels of student participation in the electronic SEF for your course, we recommend that faculty:

- **GIVE STUDENTS TIME IN CLASS TO COMPLETE THE SEF** (as you would with paper SEFs).
 - Make sure to assign a student to proctor and leave the room as you would with paper SEFs.
 - The experience of prior pilot faculty indicates that giving time in class to complete the electronic SEF is critical for: 1) maintaining high response rates and 2) encouraging students to respond to the open-ended section of the SEF.
- Let students know when the window of time for completing the SEF has begun and when you plan to give them time in class to complete the SEF.
 - **This semester, electronic SEFs will be available between April 18 and May 13.**
- Remind students that they will need an internet-capable device (smartphone, tablet, laptop). Be ready to address technological issues such as access to Moodle, getting a wifi connection, etc.
- Have students complete the SEF at the beginning of class. Consider allowing students to come to class a little late (e.g., 10 minutes) on the day that SEFs will be completed if they complete theirs at home.
- Even if some students say that they already completed the SEF at home, it is worthwhile to still provide the time in class.

FAQ

- Am I required to use the electronic SEF in my class?
 - NO. Unless your department has decided to only use electronic evaluations, this is optional for now.
- What are the advantages of moving to electronic SEFs?
 - Providing SEFs online allows for a wider window of opportunity for students to complete them. Paper SEFs must be completed in class so only those students who attend class on the day of administration have access. Electronic SEFs will be available for a longer time, allowing students to complete them on their own time if desired.
 - Electronic SEFs also save money and are more environmentally friendly than paper SEFs. CSUN currently uses over 2000 lbs of paper a year on SEF forms; since these forms are coded for each class section, they are not reusable so many blank forms go to waste. We will also save on staff time spent on processing the paper forms; a process which is automated with electronic SEFs.

- How will my students know how to access the SEF?
 - Students will be alerted to the availability of the electronic SEFs for classes that have opted for them on the Moodle course page that takes them to a Moodle page with all online SEF forms available to them:

- Please note that all available online SEF links will appear on “Spring 2016 CSUN Course Evaluations” page. This means that SEFs for other courses may be shown on this page if they are available online. This also means that once a student completes their SEF, the link will no longer appear.
 - Students will also receive a link to the electronic SEF via email, in a message from “Rate My CSUN Class” (classclimate@csun.edu) with the course number in the subject line. They may use this link in lieu of the Moodle link (the links are the same, so a single student may still only complete the evaluation once).
- Who can I contact when technological issues arise?
 - For questions about accessing SEFs through Moodle, contact the Faculty Technology Center at x3443 or ftc@csun.edu