

## Evaluation Kit Survey Process

The following process is intended to deliver the [F-3A Student Evaluation Form](#) to students electronically using EvaluationKIT (E-Kit). While we hope to deliver as many surveys as possible in this manner it must be recognized that this process will currently not be practical for all course sections and instructors.

Deans will provide the Instructional Tech with a list of all faculty and course sections to be evaluated as early as possible and before the middle of the 7<sup>th</sup> week of class. The list should be provided using a specific file template filled in by the Dean or AOA (See [E-Kit Request template](#)). Changes to the list can be made up until the Friday before the survey is to be released. The instructors who have published all their course sections in Canvas will automatically be added to the Evaluation Kit Project for that semester. Any courses that are not published will be excluded unless specifically requested by the dean or evaluation team. Typically E-Kit Surveys will be released at the beginning of the 8<sup>th</sup> week of the semester (unless otherwise requested).

Deans and/or the Faculty Evaluation Committee Chair will be responsible for informing evaluatees of their options regarding when and how the evaluation will take place as prescribed in the evaluation MOU. Faculty being evaluated should be provided the information contained in the [E-Kit Faculty Information Document](#) to help them add evaluators, prepare for the survey and encourage students to participate. It is important to let evaluators know that they will begin receiving course notification as soon as they accept the invitation to the course. Evaluators should wait until they are ready to begin the evaluation before accepting the invitation.

After the course sections have been added to the E-Kit system by the Instructional Tech, Deans will be given access to the evaluations so they can monitor response rates and distribute the results (See [E-Kit Administrator Instructions](#) for more information). The E-Kit evaluation will be sent out in an email delivered to each student in a course selected for evaluation. In addition upon accessing the Canvas course if the student has not completed the evaluation they will be reminded to access it until they complete it or it is no longer available (see [E-kit student information document](#)).

Evaluation Kit surveys can be started and stopped at any time by a request from the Faculty Evaluation Committee Chair or Dean. If a special survey time window is requested (i.e., for a section that does not start and stop on the same dates as regular full-semester courses), **it must be submitted at least 2 day in advance of the target time window.**

In addition to the evaluation email to students a pre-evaluation notification will go out to instructors informing them of the sections and times of the survey (approximately 5 days before the release of the survey see below).

At the end of the 8<sup>th</sup> week of the semester, a second email will go out to all students that have not completed the evaluation with a reminder to access and complete it. Also at this time an email will go out to faculty containing the response rate to date for each course section (see below).

Beginning on the 10<sup>th</sup> week of the semester the survey will end and results will be available to the teams. Two reports should be generated, one containing the comment data and one without, and should be delivered to the Faculty Evaluation Committee Chair. (See [E-Kit for Deans and AOAs](#) for more information on generating reports)

The following are templates for E-Kit Emails communications:

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**Instructor Pre-Survey Announcement Email (sent 5 days before the survey starts)**

To: [UserFullName]

From: Evaluation Kit Administrator

This is an announcement about your upcoming [ProjectName] that will be delivered using Evaluation Kit this semester. Please take some time to review the information in the [E-Kit Faculty Information Document](#) before your survey starts. The following courses will be included in your Faculty evaluation:

| Course Summary |                                 |                    |                     |                     |                 |
|----------------|---------------------------------|--------------------|---------------------|---------------------|-----------------|
| Course Code    | Course Title                    | Survey Start Date  | Survey End Date     | Report Access Start | Response Rate   |
| HIS201         | American History 1945 - Present | 10/5/2013 12:00 AM | 10/11/2013 11:50 PM | 8/19/2013 12:00 AM  | 78.00% (7/9)    |
| HIS431         | South African History           | 10/5/2013 12:00 AM | 10/11/2013 11:50 PM | 8/19/2013 12:00 AM  | 100.00% (10/10) |

[TableOfCourses]

In order to reach as many students as possible we are sending email invitations and using your Canvas course to remind them to participate. See the [E-kit student information document](#) for information on what students should expect to see, what emails they will receive and how they will access and complete the survey. It is recommended that you send out an announcement in Canvas encouraging students to log in, access your course and take it as soon as it is available starting on [SurveyStartDate]. If the response rate for an E-kit survey is below 60% then it may have to be administered to your students during class time.

If you have any questions about the course list, the evaluation process or Evaluation Kit please contact me.

Thank you for your time.

Sincerely,

Reno Giovannetti  
Instructional Technologist  
College of the Redwoods  
[reno-giovannetti@redwoods.edu](mailto:reno-giovannetti@redwoods.edu)  
Office: LRC 104B (707) 476-4568

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## **Admin Pre-Survey Announcement**

To: E-Kit Admin,

Your E-Kit project [ProjectName] will start on [SurveyStartDate]. Please take some time to log in to the [EvalKitLogin]E-Kit Site[/EvalKitLogin] and make sure that all your course sections and instructors are included in the survey. If you have any questions or concerns please contact me

Reno Giovannetti  
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Office: LRC 104B (707) 476-4568

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## **Admin Survey start Announcement**

To: E-Kit Admin,

Your E-Kit Surveys for [ProjectName] have started please log in to check your response rates over the next few days [EvalKitLogin]E-Kit Login Site[/EvalKitLogin]

Your survey will run until [SurveyEndDate]

Let me know if you have any questions

Reno Giovannetti  
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[reno-giovannetti@redwoods.edu](mailto:reno-giovannetti@redwoods.edu)  
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## Student Survey Invitation and Announcement Email (sent the day the survey starts)

Dear [UserFullName],

You are requested to fill out a short instructor evaluation for one or more of your courses this semester. This email contains the link to your evaluation. Click on **Go To Evaluation** below to complete it.

| Survey Summary  |                   |                     |                     |               |                                  |
|-----------------|-------------------|---------------------|---------------------|---------------|----------------------------------|
| Course Code     | Course Title      | Start Date          | End Date            | Status        |                                  |
| CRCanvasSandbox | CR Canvas Sandbox | 10/10/2016 04:00 PM | 10/12/2016 04:00 PM | Not-Submitted | <a href="#">Go To Evaluation</a> |

At any time before the Evaluation ends, you can log in to canvas, access your course and complete it. Additionally, until you have completed the evaluation, Canvas will continue to remind you about your evaluation and provide you a direct link to complete it.

Your feedback on the courses you experience here at College of the Redwoods is very important to us. These evaluations are an important part of our faculty review process so please take the time to answer all the questions thoughtfully.

If you receive any messages about your browser, see [EvaluationKit Browser Cookies](#).

Please keep in mind your comments may be provided to your instructor and **you should never enter your name or any other identifying information**, keep your answers private.

Your responses are very much appreciated as we hope to deliver the very best curriculum that we possibly can at CR.

Thank you for your participation.

Sincerely,

Reno Giovannetti  
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**Student Non-Respondent Email (Release mid survey)**

Dear [UserFullName] ,

You are receiving this email because you have not yet completed the following instructor evaluation. Click on **Go To Evaluation** below

| Survey Summary |                            |                   |                    |  |
|----------------|----------------------------|-------------------|--------------------|--|
| Course Code    | Course Title               | Start Date        | End Date           | Status                                     |
| ACC101         | Introduction to Accounting | 9/1/2013 12:00 AM | 3/31/2014 11:50 PM | Completed                                  |
| HIS431         | South African History      | 9/1/2013 12:00 AM | 3/31/2014 11:50 PM | Not-Submitted <a href="#">Go To Survey</a> |
| HIS345         | Reformation Europe         | 8/5/2013 12:00 AM | 8/9/2013 11:59 PM  | Ended                                      |

Also at any time before the evaluation ends on [SurveyEndDate], you can login to canvas, access your course and complete the evaluation.

Please take this request seriously. Your detailed and truthful responses are very much appreciated as we hope to deliver the very best curriculum that we possibly can at CR. Your comments will be valuable as we plan for the upcoming academic year.

Thank you for your participation.

Sincerely,

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**Faculty Mid-Survey Email (Release before Student survey reminder)**

To: [UserFullName]

From: Evaluation Kit Administrator

This is an update on the progress of your student survey for [20XX Spring Student Evaluation Survey]. The survey will end on [SurveyEndDate]

| <b>Course Summary</b> |                                 |                    |                     |                     |                 |
|-----------------------|---------------------------------|--------------------|---------------------|---------------------|-----------------|
| Course Code           | Course Title                    | Survey Start Date  | Survey End Date     | Report Access Start | Response Rate   |
| HIS201                | American History 1945 - Present | 10/5/2013 12:00 AM | 10/11/2013 11:50 PM | 8/19/2013 12:00 AM  | 78.00% (7/9)    |
| HIS431                | South African History           | 10/5/2013 12:00 AM | 10/11/2013 11:50 PM | 8/19/2013 12:00 AM  | 100.00% (10/10) |

If the response rate for an E-kit survey is below 60% then it may have to be administered again to your students during class time. If your response rates are low, now would be a good time to consider reaching out to your students and encouraging them to take the survey. If you have questions about your response rates please contact your evaluation team or your Dean.

If you have any questions about the course list, the Evaluation process or Evaluation Kit please contact me.

Thank you for your time.

Sincerely,

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