Class Eval Info for Scheduling Officers

What is “Class Eval?”
ClassEval is an online evaluation tool that enables students to submit feedback quickly and confidentially about their classes and their instructors at the end of each semester, prior to final exams. Students are directed to a link via MyPack Portal, where they can view all their classes for the term that require an evaluation. ClassEval is administered through the office of University Planning and Analysis (UPA). Most classes are evaluated, but some are excluded.

Class Eval Timeline & Info for Schedulers: Fall 2012
09/04/2012-UPA posts list of classes to be evaluated and asks Scheduling Officers and instructors to review for accuracy and make needed updates in SIS.
10/12/2012-final day for updates to Meetings tab in SIS before UPA takes their final “snap shot” of data for class evals

FAQs

Is every instructor automatically evaluated?
If you have properly entered an instructor into the system for a class they are teaching and the class is one that would normally be evaluated, then you don’t have to do anything else in order for that instructor to be automatically evaluated. However, there are times when instructors are not included in Class Eval:

- If a class falls under one of the exclusions (see UPA site for list), the instructor will not be evaluated.
- Any person who is listed on a class section with a “support” role will not be evaluated.
- If an instructor’s name and ID number were not entered into the system for a class section that they are teaching at the time that UPA pulls their final data, that instructor will not be evaluated. Schedulers are made aware of this deadline in advance and are given a preview of the courses that will/will not be evaluated in time to make corrections.
- If the course is typically not evaluated and the section was not modified with an attribute that would trigger an evaluation, then the instructor will not be evaluated.
- If the class has an associated component such as a lab or problem session taught by the same instructor as the lecture section, the instructor will not be evaluated separately for the component section.

Which types of classes are never evaluated?
The following are always excluded from UPA’s Class Evaluation Survey unless you actively mark the courses (or certain sections of the course) with the clas eval attribute, thereby flagging it so that it will be evaluated.

From www2.acs.ncsu.edu/UPA/classeval/class_exclusions.htm as of 8/20/2012

A. Vet Med courses (prefixes of VMB, BMC, and VMP)
B. Classes taken by NC State students, but not taught by NCSU faculty (prefixes of: SAO, II, JDP, COP, NSE, AVS—examples of prefixes for Study Abroad, Nat’l. Student Exchange, Inter-institutional Program placeholders, CoOp, etc.)
C. Internships, Field Placements, Independent Studies, and other classes in which the instructor does not present course material to the class as a group, as identified by the following course numbers:

D. Courses numbered 29x and 49x with no topic id in SIS (Special Topics classes where no topic ID was applied on the Basic Data tab under Maintain Schedule of Classes in SIS)

E. Courses numbered 60x and 62x through 699

F. Courses numbered 61x with no topic id

G. Courses numbered 80x and 82x through 89x

H. Courses numbered 81x with no topic id

I. Class sections with section numbers 510 through 599 (DE study abroad sections not taught by NCSU faculty)

J. Graduate Research and/or Ind. Study courses where student selects instructor from a list

K. Class sections where no instructor is listed in SIS, or only “support” role has been selected (no instructor of record/classroom instructor indicated).

L. Lab and problem sections whose instructor is the same as the corresponding lecture section. This avoids duplication of the evaluation questionnaire for the same instructor.

M. Combined sections (cross-listed or piggy-backed courses) are evaluated as one course if their connection is noted correctly in SIS. Evaluation results are combined to make a single report.

I thought small classes with enrollments of 5 or fewer students were not evaluated. Has that changed?

Classes with fewer than 5 students enrolled will be evaluated if they are combined with another class section and the total of the two sections is greater than 5. Otherwise, single sections that are not combined, and have fewer than 5 enrolled, will not be evaluated. (This regulation was changed, but we’ve learned it has been reinstated.)

Will classes offered in the 8-week sessions be evaluated?

Yes.

In the past, we had to remember to list a percentage of teaching credit (work load) for the instructors or they would not be evaluated. Has that changed?

Yes. You no longer need to indicate teaching credit (work load) in order to be certain a professor is evaluated. However, you do need to enter the appropriate percentage of teaching credit at some point (census is the deadline for most reportable data entry) because that info is needed on other university reports.

Are Teaching Assistants evaluated?

Yes, if a TA is entered as classroom instructor and the course would normally be evaluated.

Does someone need to be listed as “Instructor of Record”?

Yes. Please be sure the main instructor for every section/the instructor responsible for the course is listed as Instructor of Record and with Post access on the Meetings Tab, under Maintain Schedule of Classes in
SIS. This is important for both class eval purposes and grade roster creation. Every section needs to have at least an Instructor of Record.

Will an admin person, listed as “support” be evaluated?

No. Anyone listed as “support” will not be evaluated.

Is there a way to override the process and make sure a class section is (or is not) evaluated, regardless of the rules that apply to the course in general?

Yes.

Go to: Curriculum Mgmt>Schedule of Classes>Maintain Schedule of Classes>Search for the class>Go to Basic Data tab

Scroll to bottom of page and add an attribute by clicking on the blue plus button. Choose the “NoEval” attribute. Tab to next field and enter the value of either “No Eval” or “Yes Eval” and then save.

A Simplified ClassEval Process Explanation:

1) Scheduling officers enter section data into the Schedule of Classes via SIS during the scheduling cycle, including name/employee ID of the instructor(s) and indicate their role as Instructor of Record or Classroom Instructor. If there is a section of a course that is not normally evaluated but the department does want this section evaluated this term, the scheduler should apply the “NoEval” attribute to the section and use the “YesEval” value for this attribute.

2) UPA sends out information after the term starts regarding their timeline for their final data snapshot. Schedulers should mark this date and review the info sent out by UPA and make corrections to their section as necessary. You will likely receive this info via the scheduling officer listserv, so be sure you are receiving messages from the listserv and let us know if you need to be added.

3) UPA will update their “out” spreadsheet weekly and this can be found on UPA ClassEval website. Schedulers can view these to be sure their instructor/attribute updates took effect and that their sections are showing up on the appropriate “in” or “out” reports from UPA.

4) Colleges, Departments and Instructors can add questions to the ClassEval surveys Fall and Spring terms. This part of the process takes some time, which is why the final data snapshot must be captured so far in advance of the end of the term.

5) Students will be notified via a portal message that it’s time to submit their ClassEval.