8.9 Review of Online Instruction

DRAFT Student Review of Online Faculty Process and Standardized Text

General Project Requirements:
- Process subject to contract provisions outlined in 8.6.2.e regarding timelines for initiation, number of classes to be surveyed, data retention, etc.
  - Survey will be available for 7 days for all classes (regular term, 8w1 and 8w2, etc.)
- Data are classified as Confidential (see R-8871 3.1.2)
- Process ensures students are limited to a single submission per class
- Datasets from different classes should be treated as distinct
- Ensure process can accommodate Counselors, Librarians, Coordinators, Nurses providing online services
- Access to survey data restricted to members of the peer review team

Student Review of Online Faculty: Email to Students

Subject: Student Review of Faculty Performance: [[coursedesignator]] - [[instructor]]
Body:
Dear [[student name]]:

This email is to ask you to complete the Online Student Evaluation of Faculty Performance for [[coursedesignator]] - [[instructor]]

Beginning on [[startdate]], you will find a link to the Online Student Evaluation on your My Home screen in Desire2Learn (http://d2l.losrios.edu) in the MyCourses area. Please click on the link to the online evaluation and then use the "Surveys" link on the navigation bar to access and complete the Survey before midnight on [[startdate+7]].

Student feedback is an important part of the faculty evaluation process. Each faculty member has a peer review committee that will review the completed forms and take student input into account when completing the faculty evaluation process. Answers on the survey are ANONYMOUS and cannot be associated with any individual student's replies. The instructor has NO ACCESS to this site and cannot view any student's responses. The anonymous survey results will be given to the instructor AFTER grades have been submitted at the end of the semester.

Thank you for your cooperation.

Student Review of Online Faculty: LMS News Item for Evaluation Course(s)

Subject: Student Review of Faculty Performance: [[coursedesignator]] - [[instructor]]
Body:
Dear [[studentname]],
This is the Desire2Learn site where you can complete the Online Student Evaluation of Faculty Performance for [[coursedesignator]] - [[instructor]].

Please click on the SURVEY link here or on the Navigation Bar above to access and complete the Survey before midnight on [[startdate+7]].

Student feedback is an important part of the faculty evaluation process. Each faculty member has a peer review committee that will review the completed forms and take student input into account when completing the faculty evaluation process. Answers on the survey are ANONYMOUS and cannot be associated with any individual student's replies. The instructor has NO ACCESS to this site and cannot view any student's responses. The anonymous survey results will be given to the instructor AFTER grades have been submitted at the end of the semester.

Thank you for your cooperation.

**Student Review of Online Faculty: LMS News Item for Current Course(s)**

**Subject:** Student Review of Faculty Performance: [[coursedesignatorandinstructor]]

**Body:**
Please take a moment to complete the Online Student Evaluation of Faculty Performance for [[coursedesignator]] - [[instructor]]. Beginning on [[startdate]], you will find a link to the Online Student Evaluation on your My Home screen in Desire2Learn (http://d2l.losrios.edu) in the MyCourses area. Please click on the link to the online evaluation and then use the "Surveys" link on the navigation bar to access and complete the Survey before midnight on [[startdate+7]].

Student feedback is an important part of the faculty evaluation process. Each faculty member has a peer review committee that will review the completed forms and take student input into account when completing the faculty evaluation process. Answers on the survey are ANONYMOUS and cannot be associated with any individual student's replies. The instructor has NO ACCESS to this site and cannot view any student's responses. The anonymous survey results will be given to the instructor AFTER grades have been submitted at the end of the semester.

Thank you for your cooperation.

**Student Review of Online Faculty: Faculty Notification**

**Subject:** Student Review of Faculty Performance: [[coursedesignator]]

**Body:**
Dear [[facultymember]],

This email is to notify you that your peer review team has initiated the process for Online Student Evaluation of Faculty Performance for [[coursedesignator]]. The evaluation course and survey will be available to students from [[startdate]] until [[startdate+7]]. Please create a News Item in the course under review, containing the following text:

"Please take a moment to complete the Online Student Evaluation of Faculty Performance for [[coursedesignator]] - [[instructor]]. Beginning on [[startdate]], you will find a link to the Online Student Evaluation on your My Home screen in Desire2Learn (http://d2l.losrios.edu) in the MyCourses area. Please click on the link to the online evaluation and then use the "Surveys" link on the navigation bar to access and complete the Survey before midnight on [[startdate+7]]."

Student feedback is an important part of the faculty evaluation process. Each faculty member has a peer review committee that will review the completed forms and take student input into account when completing the faculty evaluation process. Answers on the survey are ANONYMOUS and cannot be associated with any individual student's replies. The instructor has NO ACCESS to this site and cannot view any student's responses. The anonymous survey results will be given to the instructor AFTER grades have been submitted at the end of the semester.

Thank you for your cooperation.
Evaluation on your My Home screen in Desire2Learn (http://d2l.losrios.edu) in the MyCourses area. Please click on the link to the online evaluation and then use the “Surveys” link on the navigation bar to access and complete the Survey before midnight on [[startdate+7]].

Student feedback is an important part of the faculty evaluation process. Each faculty member has a peer review committee that will review the completed forms and take student input into account when completing the faculty evaluation process. Answers on the survey are ANONYMOUS and cannot be associated with any individual student's replies. The instructor has NO ACCESS to this site and cannot view any student's responses. The anonymous survey results will be given to the instructor AFTER grades have been submitted at the end of the semester.

Thank you for your cooperation.”