M E M O R A N D U M

TO: University Faculty & Staff

FROM: Dr. Andrew L. Luna, Director of Institutional Research, Planning, and Assessment

DATE: April 18, 2008

RE: Office of Research Scantron Policy for
           Analysis of Faculty Evaluations

The Office of Research routinely processes course/instructor evaluations for academic departments. For several years we have provided a standardized format for reporting the results of course/instructor evaluations. The report includes university-wide, college-wide and departmental means, as well as individual course/instructor results. Please find attached a copy of the policy/guidelines that have been established in an effort to answer the most commonly asked questions by departments and in order for our office to process evaluations efficaciously. *Attachment A* contains coding information necessary for processing the forms and producing the reports.

The following is a reminder of our processing schedule:

   A department's course/instructor evaluations must be submitted to the Office of Institutional Research, Planning, and Assessment by the **last day of the final exam period** each semester and must be **coded correctly**, in order for our office to process the evaluations in a timely manner.

   Scantron forms submitted timely but coded improperly **<u>will be returned</u>** to departments for correction; however, if <u>corrected</u> forms are resubmitted prior to the last day of the final exam period, reportswill be processed in the normal fashion.

   However, Scantron forms not submitted by the last day of the final exam period will be processed as time permits.

The Scantron Policy, with the list of codes, and the standard UNA Faculty Evaluation Questionnaire may be accessed from the Office of Research Web Site via the "Institutional Effectiveness" link, http://www2.una.edu/research/. **Please share copies of the coding instructions, *Attachment A*, with all instructors and secretaries in your department**.

We will be pleased to meet with department chairs individually to discuss the coding or the process. If you have questions, please contact Molly Vaughn, Coordinator of Analytical Service, at extension 4954.

ALL/cf

attachments – (Policy/5 pages)

Faculty Evaluations
SCANTRON POLICY/GUIDELINES

Office of Research

OBTAINING SCANTRON FORMS

Scantron forms (F-158), used for faculty evaluations only, are available from Central Supply (Room 12, Bibb Graves Hall) at no charge to individual departments.

Departments must complete the Intra-Campus Requisition form, submit the requisition to Central Supply to procure forms, and forward the requisition to the Office of Research (Room 17, Bibb Graves Hall) for payment.

SUBMITTING COMPLETED SCANTRON FORMS TO THE OFFICE OF RESEARCH

1. All completed forms should be collected by the department (not by the Office of Research), **removed from individual course/instructor envelopes**, and submitted in **one batch** by the department to the Office of Research.

2. **Forms that are submitted after the original batch has been scanned will not be included in the analysis or reflected in the report.**

3. Every effort should be made to ensure that the forms are not wrinkled or bent. Forms that are mutilated often jam or damage the optical scanner.

4. A **memo** detailing the desired analysis and report content **must be included** with the forms along with a copy of the Faculty Evaluation Questionnaire.

5. Variables of interest must be coded directly on the Scantron form (see **Attachment A** for necessary information regarding mandatory coding instructions). These variables include:
    o   College Code
    o   Faculty Number
    o   Course Prefix Code
    o   Course Number
    o   Section Number

REPORT FORMAT
    •   Standard Format includes:
    oA department summary sheet that shows the percentages and mean response to each of the standard university questions (Questions # 1 through #15) and the department mean for each question.
    oIndividual instructor sheet summary, containing percentages and means for all the courses of that instructor combined.
    oIndividual class statistics by instructor, by course and section.
    oRequests for Standard Format reports, which are **coded correctly** and submitted to the Office of Research by the end of the final exam period each semester, will be completed in a timely manner.

    •   Optional Formats
    o   Reports with optional formats will be completed only after standard reports have been produced for all departments.
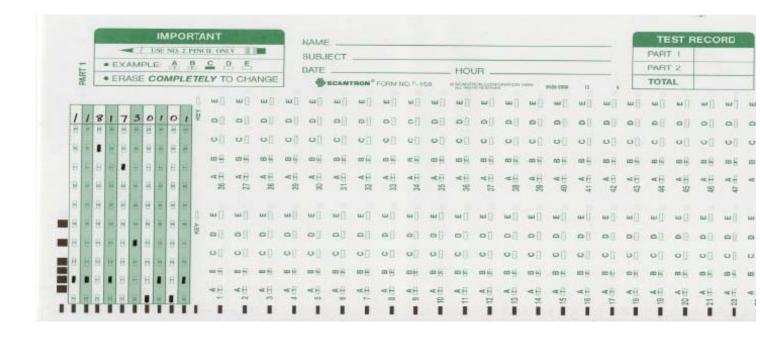   o   Electronic raw data copies: Excel

All Scantron forms are run through the Scantron machine in a batch process for each department. Students must use a No. 2 pencil for completing these forms. Each form must be coded with the necessary information to provide the appropriate feedback.

A ten-digit code is required, identifying <u>college</u>, <u>faculty member number</u>, <u>course prefix</u>, <u>course number</u>, and <u>section number</u>. A typical ten-digit code would be interpreted as follows:

<u>1 18 17 301 01</u>

  1   College Code
     (each college will have its own identifier 1-4)

18 Faculty Number (each faculty member will have a 2-digit number assigned by the department in which courses are taught)

17 Course Prefix (each department will have unique course prefix codes consisting of two-digits – **see back of this page** for list of codes)

301 Course Number (each course number will be recorded as listed in the schedule)

  01   Section Number
     (each course section will be recorded as listed in the schedule)

Below is a completed Scantron F-158 form for the above example.

See Back of This Page for College and Course Prefix Codes

UNA Faculty Evaluations
College and Course Prefix Codes

College Codes

1	Arts & Sciences
2	Business
3	Education
4	Nursing

Course Prefix Codes - College of Arts & Sciences

01	Art-Lecture	AR
02	Art-Studio	AR
03	Music-Ensemble	MU
04	Music-Lecture	MU
05	Music-Applied	MU
06	Biology	BI
07	Foreign Languages	FL
08	Chinese	CE
09	French	FR
10	German	GR
11	Intercultural Experience	IE
12	Italian	IT
13	Japanese	JP
14	Spanish	SP
15	Turkish	TU
16	Russian	RU
17	Chemistry	CH
18	Industrial Hygiene	IH
19	Communications	COM
20	Journalism	JN
21	Public Relations	PR
22	Radio-TV-Film	RTF
23	Theatre	TH
24	English	EN
25	Geography	GE
26	History	HI
27	Political Science	PS
28	Mathematics	MA
29	Computer Science	CS
30	Military Science	MS
31	Physics	PH
32	Earth Science	ES
33	Philosophy	PH
34	Religion	RE
35	Psychology	PY
37	Sociology	SO
39	Social Work	SW
38	Criminal Justice (moved from SO)	CJ Gr only
40	Women's Studies	WS
41	Entertainment Industry	ENT
42-55	Additional Codes Available for A&S	

Course Prefix Codes - College of Business

56	Accounting	AC	
57	Business Law	BL	
58	Office Technology Systems	OTS	
59	Business Education	BE	Gr only
60	Economics	EC	
61	Finance	FI	
62	Quantitative Methods	QM	
63	Computer Information Systems	CIS	
64	Management	MG	
65	Marketing	MK	
66	previously Entertainment Industry Mgmt		
67	Executive MBA	EMBA	Gr only
68-75	Additional Codes Available for BN		

Course Prefix Codes - College of Education

76	Elementary Education	EED	
77	Early Childhood Education	ECE	
78	Special Education	EEX	
79	Education	ED	
80	Education Leadership	EDL	Gr only
81	Education Technology	EDT	Gr only
82	Counseling & Human Development	CHD	Gr only
83	Health Education	HED	
84	Physical Education	PE	
85	Human Environmental Sciences	HES	
86-95	Additional Codes Available for ED		

Course Prefix Codes - College of Nursing

96	Nursing	NU
97	Nursing E-College	NEC
98	Nursing - Clinical	
99	Additional Code available for NU	