

To: Faculty teaching summer session courses

Re: Summer course evaluation process

Course evaluations for all 2018 summer courses will be conducted using the online format only of our Class Climate course evaluation forms (Knapp forms), which many of you already use. The shift to an online only format for evaluations will facilitate timely feedback and limit constraints created by the cumbersome, labor-intensive and obsolete process required with the paper version of Knapp forms.

To improve response rates, students in face-to-face courses can be encouraged to complete these evaluations in class using electronic devices. Providing students with 5 to 10 minutes of class time to complete the evaluation using cell phone, tablet, laptop or desktop computer will maximize participation in evaluations. Students also will receive evaluation information and the URL address through Brightspace if they are enrolled in a course that is integrated with MSU's learning management system (D2L). The CFE website offers additional suggestions for improving student participation in online evaluations.

The process for requesting evaluations and receiving reports using Class Climate will remain the same as in past semesters. Evaluations will be opened on Monday during the last week of class in each summer session and closed at the end of the day on Thursday of the last week of each summer session. Students will receive a URL that can be used to complete the evaluation using most electronic devices, including smart cell phones.

Thank you for accommodating this change and for your patience as we transition to a modern, more robust instrument for assessing and improving teaching effectiveness. If you have any questions about the process please contact Ann Wells awells@montana.edu or Kim Obbink kobbink@montana.edu in MSU Academic Technology and Outreach.

Sincerely,



Dr. Robert L. Mokwa | Executive Vice President and Provost
Montana State University

Tel. 406-994-4371

Cc: Deans and Department Heads

Montana State University Office of the Provost
212 Montana Hall | P.O. Box 172560 | Bozeman, MT 59717-2560
www.montana.edu/provost | provost@montana.edu | 406-994-4371