TO:	**Faculty Members**
FROM:	**The Office of Planning and Institutional Research**
SUBJECT:	**CATS Online**

Villanova is committed to ensuring the quality of its academic programs and the teaching and learning experiences of its students. An important component of this process is receiving regular feedback from students on the courses they complete.

Villanova is transitioning the paper Course and Teacher Survey (CATS) system to an online evaluation system. OPIR, in cooperation with UNIT, selected eXplorance Blue as the vendor for the online system. Courses with enrollments greater than or equal to 4 will be evaluated electronically. Survey questions have remained the same, only the data collection process has changed. Rest assured that students will only be able to complete the online form one time. However, for team taught courses, students will have separate links for each instructor who is teaching the course.

Students will receive an initial email invitation asking them to complete their online CATS approximately 2 weeks prior to the end of class**.** Keep in mind that shorter courses will have a smaller window for the completion of CATS prior to the end of the course.

We ask you to encourage participation. Please allow **10 minutes** at the start of a class session for students to complete CATS online during class. Affording students the opportunity to complete CATS in class is one way to help ensure that response rates remain high. Please ask students to bring in their electronic devices on the day you plan to administer the online CATS. Consistent with University policy, faculty should not be in the class during the administration of the online survey. You may wish to consider asking a student who has already completed the survey online to serve as the proctor. A **Student Proctor Guideline** is available on the OPIR website.

The survey is accessible by students on any laptop or mobile device. Preferred browsers are Chrome, Firefox and Safari. Students can access their survey by clicking on the link provided in the email they receive from the Office of Planning and Institutional Research or through Blackboard. Students have the ability to complete CATS online on their own time. Students must use their **Villanova Username and Password** when logging into the online CATS system.

Thank you for all that you continue to do to advance the educational mission of Villanova University. We sincerely appreciate your participation in this very important process. If you have any questions, please email CATS-Questions@villanova.edu. We welcome your feedback.