University policy provides guidelines as to which classes and instructors are evaluated and how often.

This may range from all inclusive:
  every class, every semester, every instructor

To selective groups:
  limited by pre-set criteria like class enrollment, instructor tenure status, length of employment, alternating semesters, etc.
**Administration guidelines**

It is recommended that surveys will be completed:

- During the last two weeks of class.
- At the beginning of class, allowing students to add comments after completing the basic survey.
- Allow about 10 minutes to complete. Additional time may be required if there are supplemental questions.

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**Implementation Process**

- Data Collection
- Reports
Data collection

1. Out going – Blank surveys to instructors
   - 4 weeks before the end of the semester

2. Incoming – Completed surveys
   - Deadline: 1 week after end of semester

Reporting

3. Completed surveys and reports
   - Deadline: 8 weeks after the end of the semester

To prepare out going packets, information is collected from:

- Registrar
  
  Provides master course list for the semester

- Department Chairs
  
  Verify and update course listing and enrollment

- Faculty
  
  Submit Supplemental questions

Please refer to notes at the bottom of this slide
Out-going blank surveys
4 weeks before the end of the semester

Each packet includes:
• Cover letter addressed to faculty
• Blank surveys (enrollment+10%)
• Guidelines for faculty and student proctor
• Supplemental Questions (enrollment+10%)*
• Special instructions for Team-taught classes*
• Envelopes (address on cover letter shows in window)

* when applicable

Packets are assembled at the processing center and shipped to the departments for distribution to faculty.

Please refer to notes at the bottom of this slide

In-class Survey Administration

• Instructors appoint a student proctor and time to administer the survey.
• Allow about 10 minutes to complete. Additional time if there are supplemental questions, preferably at the beginning of class.
• Administration information section on the cover letter, completed and signed by student proctor.
• Completed surveys and any other course evaluation material are collected by the student proctor, sealed in the envelope provided and returned to the department office or other pre set collection points.
Data Collection and Processing

- Departments forward collected packets to the processing center.
- Prepare completed surveys for scanning.
- Scan completed surveys.

Please refer to notes at the bottom of this slide

Data Analysis

- Questions to be responded on a scale of 1-5
  - Response Count
  - Course, Department, College and University Means by course level (undergraduate and Graduate)
- Comments
  - Provided verbatim to faculty
Dissemination of results

- Reports to individual faculty.
- Reports to department chairs (home dept. and dept. offering the course).
- Reports to college deans.
- Reports to VPAA.
- All reports are stored on the web.

Publication of Results

- *Individual Faculty Reports* are stored on a web site. By default, an instructor may view only his/her reports. Faculty can control publication of their reports by switching each reports from private to public.

- *Department Reports* are stored on the same web site, accessible to the department chair only.

- *College Report* are store on the same web site, accessible to the college dean only.
Sample of instruments used

Survey Instrument CATS I

Front:
General questions

Back:
Supplemental questions
### Survey Instrument CATS I (Front)

**Course And Teacher Survey**

- **To Provide General Feedback:**
  - The instructor's organization and planning throughout the course: Very Effective [ ] 
  - The instructor's ability to communicate the material in this class: Very Effective [ ] 
  - The instructor's ability to interact with students individually: Very Effective [ ] 
  - The degree to which the instructor exhibited toward students: Excellent [ ] 
  - The quality of the readings and assignments: Very Effective [ ] 
  - The quality of the research materials, e.g., course and assignment guidelines: Very Effective [ ] 
  - The degree to which the research involved in this course: Excellent [ ] 
  - The degree to which your learning increased in this class: Excellent [ ] 
  - How you assessed cheating in this class: Not At All [ ] 

### Survey Instrument CATS I (Back)

**Supplemental Questions:**

Please use the one Cat Statement to the questions on the following page.

1. [ ] 
2. [ ] 
3. [ ] 
4. [ ] 
5. [ ] 
6. [ ] 
7. [ ] 
8. [ ]

**PLEASE FILL OUT THIS SPACE TO PROVIDE ADDITIONAL COMMENTS ABOUT THIS COURSE.**
Survey Instrument CATS II

Front: General questions

Back: Supplemental questions

Please be sure to order your comments and answers to supplemental questions on the reverse side of this page.
Department Summary Report

Report Period:  
Department:  
College:  
Courses:

1. Model-based learning is effective.  
2. Students learn difficult concepts better.  
3. Instructor is knowledgeable about the subject.  
4. Active student participation.  
5. Students learn most when they work in groups.  
6. Student participation is important.  
7. Lecture is clear and easy to understand.  
8. Instructor provides clear examples.  
9. Instructor is approachable.  
10. Instructor is fair.  
11. Instructor is fair in grading.  
12. Instructor is available for help.  
13. Instructor is helpful.  
14. Instructor is organized.  
15. Instructor is organized.  
16. Instructor provides feedback to students.  
17. Instructor is organized.  
18. Instructor is fair.  
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100. Instructor is fair.  

College Summary Report

Report Period:  
College:  
Courses:

1. Model-based learning is effective.  
2. Students learn difficult concepts better.  
3. Instructor is knowledgeable about the subject.  
4. Active student participation.  
5. Instructor provides clear examples.  
6. Instructor is organized.  
7. Instructor is fair.  
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Faculty Guidelines for CATS Administration

Dear Faculty Member:

CATS is an automated system used to manage student grades and other academic information. The following guidelines apply to the administration of CATS.

Please note the following:

- The deadline for submitting grades is the last day of the class. Late submissions will result in a 10% deduction of the final grade.
- All grades must be submitted by 5:00 PM on the last day of the class.
- Late submissions will result in a 10% deduction of the final grade.
- All grades must be submitted by 5:00 PM on the last day of the class.

If you have any questions or concerns about grade submission, please contact the Office of Planning and Institutional Research.

John R. Johnson
Director, Planning and Institutional Research

Office of Planning and Institutional Research

Cover letter for outgoing packets

Front:
- Instructor’s Address
- Instruction for faculty

Back:
- Return Address
- Instruction for student proctor
Cover letter for outgoing packets w/ completed surveys and reports

- Instructor’s Address
- How to read the report

Dear Faculty Member:

Included in your individual CATS report are the above listed survey and report. These will receive individual assessment and surveys for each of the sections you taught last academic year. The CATS reports are compiled by the institutional research department at the University of Virginia’s Office of Planning and Institutional Research (PIR) for the academic year.

The CATS report is designed to provide valuable information to your department and the University. The information provided in this report includes the percentage of students who completed the CATS survey, the percentage of students who completed CATS for the course, the number of student responses, and the number of student respondents.

The report includes the following sections:

1. Student Evaluation: This section includes the percentage of students who completed the CATS survey, the percentage of students who completed CATS for the course, the number of student responses, and the number of student respondents.
2. Instructor Survey: This section includes the percentage of students who completed the CATS survey, the percentage of students who completed CATS for the course, the number of student responses, and the number of student respondents.
3. Course Verification Letter: This section includes the percentage of students who completed the CATS survey, the percentage of students who completed CATS for the course, the number of student responses, and the number of student respondents.

The report also includes a section for comments from the faculty member. If you have any comments or suggestions, please provide them in the comments section.

Please review the report and provide comments as appropriate. The report will be sent to the Office of Planning and Institutional Research (PIR) for further analysis.

Thank you for your cooperation.

Sincerely,

[Your Name]
Instruction for team taught classes

Office of Academic Affairs
Villanova University

Administering CATS in Team Taught Courses

This is a team taught course, therefore, the instructions for administering the Course And Teacher Survey (CATS) are somewhat different from a regular course. Please be sure to review and follow the general instructions for CATS administration and then follow these additional guidelines:

- Each instructor in the team receives his/her own CATS package which will need to be administered separately. The five digit CRN Number is the same on all sets of forms, followed by a decimal number different for each instructor.
- Distribute one set of CATS to the class, give them the CRN Number (all 6 digits) from the blue section of the Faculty Guidelines for CATS Administration page and stress that they are completing this form as it relates to the instructor whose name is on the same blue section of the Faculty Guidelines for CATS Administration.
- Collect the set of CATS from the students. Complete the sheet marked “Student Proctor Guidelines for Course And Teacher Survey” (Green section on the reverse side of the faculty guidelines), and make sure that the CRN (6 digits) and the name of the instructor match your instructions to the class. Seal the completed CATS and your signature page (making sure that the green stripe shows through the window of the envelope) in the envelope provided.
- Repeat distribution and collection instruction for each set of surveys.

Make sure you have collected and sealed the CATS forms for one instructor before distributing CATS forms for another instructor.

- Do NOT mix completed CATS forms for one instructor with those for the other instructor.

- Return all sealed envelopes directly to the secretary or chair of the instructors’ department. If the instructions are from two different departments, you may return both envelopes to the most convenient office.

Thank you for your assistance. If you have any questions, please call the Office of Planning, Training and Informational Research (645-133) or the Office of Academic Affairs (645-570).

Special Reports

- Historical time series reports for tenure and promotion committees
- Ad hoc analysis requested by department chairs