



California State University
SAN MARCOS

COLLEGE OF EDUCATION,
HEALTH & HUMAN SERVICES

Student Evaluation of Course Instructions

Institutional Planning & Analysis (IPA)

[The Office of Institutional Planning & Analysis \(IPA\)](#) is responsible for the collection and analysis of faculty course evaluations each term. During the summer of 2006, they began using Class Climate, which has streamlined and added greater value to the course evaluation process.

Through Class Climate course evaluation forms are digitized, processed, then statistically analyzed and turned into graphically prepared PDF evaluation reports, which are sent via e-mail automatically to instructors.

CEHHS Office of the Dean

The CEHHS Office of the Dean is responsible for ensuring course evaluations are made available each semester, including those courses offered under Extended Learning. ***Please review the timeline posted*** to know when course evaluations are available.

The CEHHS Office of the Dean may also request access to the folders of past results from IPA. Please address any need for retrieving past results to the contact person.

The coordinator of course evaluations for the College of Education, Health and Human Services (all programs except Nursing) is [Malachi Harper](#), College Operations Support, 760-750-4291.

The coordinator of course evaluations for the School of Nursing is [Mary Jeffries](#), Administrative Support Coordinator to the School of Nursing, 760-750-7578.

DISTRIBUTION OF COURSE EVALUATION

Courses Taught Online and Hybrid

Students taking online or hybrid courses with online instruction are automatically assigned electronic course evaluations using the form identified by the department. Students receive an email from IPA with a link and log-in information to complete the course evaluation. A notification is also sent to the course instructor.

Courses Taught Face-to-Face

Face-to-face course instructors may opt for either paper evaluations or electronic evaluations.

If electronic evaluations are selected, distribution will occur as described above for online courses.

If you plan to distribute paper copies of the evaluation form, the Office of the Dean will distribute form packets to faculty mailboxes per the timeline.

Paper Course Evaluations

- Your students should complete the enclosed evaluation forms during one of the scheduled class sessions prior to the due date shown on the envelope containing your evaluation forms.
- Please choose two students to administer the evaluation in class. The two students should be instructed to follow, "Instructions for the Students Administering the Evaluation". They should read the "Class Statement" to the entire class, pass out the forms, collect the forms after completion, sign the statement on the Student Instructions, and deposit the completed packet in one of the drop-off boxes found in several classroom buildings (see map included with packet).
- If you have additional items you wish to add (e.g., items 4.1-4.6 on the form), please list these on a separate sheet of paper and make sufficient copies for all students in the class. Be sure to give these sheets to the student proctors to hand out and retain a copy for your records. Be sure to include directions for where to complete the additional items (i.e. directly on the sheet you have prepared or, in the space provided for these items on the class climate form (i.e. items 4.1-4.6). Finally, if using the sheet you have prepared for responses, be sure to provide the response categories (1 to 5) for each question.
- The instructor must leave the room during the in-class evaluation process (15-20 minutes). Once the forms have been collected, sealed in the envelope, and turned in, the evaluation process is completed. Students may not ask for an evaluation form at a later date (should they miss class) or ask to change their forms once they have been submitted.

Special Instructions: Course End Dates Outside of Traditional Semester Timelines

Should you have a class that has an ending date that falls outside of the posted timeframe for distribution, please notify the Course Evaluation Coordinator ASAP so that special arrangements are made to accommodate your course.