## PAPER COURSE EVALUATIONS QUARTER 1 & 3 COURSES

Email from The Office of the Provost to all Faculty, Department Chairs, Deans and selected Administrators that includes the following items: 1. Timeline 2. Response Form. Faculty chooses to opt-in or optout by returning the response form to OIEPA.. Returned responses are processed and course evaluation packets are assembled for the quarter courses. If a response is not submitted, courses automatically default to their classroom method of delivery.

Course evaluation packets are distributed to academic departments. Representatives from each department sign for the information in OIEPA. Evaluations administered as per faculty discretion.

Completed course evaluation materials are to be placed in the Drop Boxes in Stroud Hall or Kemp Library.

Final collection of all course evaluation materials from drop boxes.

- 1. Course evaluation materials are assembled by OIEPA and transferred to the Computing Center for scoring of the quantitative
- 2. Compiled qualitative results for each faculty are ready to be retrieved, and signed for.
- 3. Computing Center completes processing. OIEPA hand delivers the quantitative results to the Colleges for distribution to the faculty.

## PAPER COURSE EVALUATIONS FULL TERM COURSES

Email from The Office of the Provost to all Faculty, Department Chairs, Deans and selected Administrators that includes the following items: Timeline 2. Response Form.

Faculty chooses to opt-in or optout by returning the response form to OIEPA. If a response is not submitted, courses automatically default to their classroom method of delivery.

Returned responses are processed and course evaluation packets are assembled for the full term courses.

Course evaluation packets are distributed to academic departments. Representatives from each department sign for the information in OIEPA. Evaluations administered as per faculty discretion. Completed course evaluation materials are to be placed in the Drop Boxes in Stroud Hall or Kemp Library.

Final collection of all course evaluation materials from drop boxes.

- 1. Course evaluation materials are assembled by OIEPA and transferred to the Computing Center for scoring of the quantitative
- 2. Compiled qualitative results for each faculty are ready to be retrieved, and signed for.
- 3. Computing Center completes processing. OIEPA hand delivers the quantitative results to the Colleges for distribution to the faculty.

## PAPER COURSE EVALUATIONS 2nd & 4th QUARTER COURSES

Email from The Office of the Provost to all Faculty, Department Chairs, Deans and selected Administrators that includes the following items:

1. Timeline 2. Response Form.

Faculty chooses to opt-in or optout by returning the response form to OIEPA. If a response is not submitted, courses automatically default to their classroom method of delivery.

Returned responses are processed and course evaluation packets are assembled for the quarter courses.

distributed to academic departments. Representatives from each department sign for the information in OIEPA, Evaluations administered as per faculty discretion. Completed course evaluation materials are to be placed in the Drop Boxes in Stroud Hall or Kemp Library.

Course evaluation packets are

Final collection of all course evaluation materials from drop boxes.

- 1. Course evaluation materials are assembled by OIEPA and transferred to the Computing Center for scoring of the quantitative
- 2. Compiled qualitative results for each faculty are ready to be retrieved, and signed for.
- 3. Computing Center completes processing. OIEPA hand delivers the quantitative results to the Colleges for distribution to the faculty.

East Stroudsburg University **Course Evaluations** Last Update: February 19, 2019