SEI Committee Report

Senate Meeting

November 16, 2016

Nancy P. Autin, Chair

UPDATE

1. Emails to students stating that SEIs are now available started going out this morning at 6am. The server takes a while to deliver this large number of emails. However, all students should have received this email as of now. The surveys will close at 11:59pm on Sunday, December 4, the night before the first day of Final Exams.

2. The email contains a link to all courses in which the student is enrolled.

3. The links are also available to students on the Moodle page once the student logs on to the Moodle site.

4. Once a student submits a survey, the remaining courses automatically come up.

5. The students will continue to get several email reminders during the survey window of completion. Once all course surveys have been completed by a student, the student will not receive another email.

6. If a teacher does not use Moodle, the student can use the link in the email they got today to complete the survey for that professor's course.

7. The ID for courses contains 11 digits: the first 5 represents the section ID and the next 6 are 201720, representing FALL 2016.

The Spring will be 201730. The surveys use 2017 to indicate that the academic year is 2016-2017 (Banner descriptor)

8. Please encourage your students to complete the surveys. The message to the students conclude with this statement:

> Your completed evaluation is valuable information that will be utilized in many ways**.** Instructors will use the evaluations to see what features of the course are working well and what features could be improved. Administrators, deans, and department heads will use the evaluations as one of several measures to track performance of courses, programs, and instructors.