



UNIVERSITY
of HAWAII*
HILO

TO: Matthew Platz, VCAA

FROM: Jean Ippolito, 2015-16 Faculty Congress Chair

SUBJECT: Faculty Congress motion

Motion to approve/endorse Kelli Okumura's suggested format change for standard course evaluations:

At the September 18, 2015, Faculty Congress meeting, Kelli Okumura, Institutional Research Analyst for Academic Affairs, proposed a new format for the standard course evaluation forms. This new format had no changes in questions or wording, it just re-organized the format in a manner that would be easier for students to follow and for the Institutional Research Analyst to use for data input.

Faculty Congress approved/endorsed the new format: 26 in favor, 0 opposed.

The handout showing the old format on the front page, and the new format on the back is attached to this memo.

A handwritten signature in cursive script that reads "Jean Ippolito".

UH Hilo Student Feedback Form

CRN

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

1. I took this course:
 - As a major requirement
 - As an elective within the major
 - As a general education requirement
 - As an elective outside my major
2. I took this course:
 - For the first time
 - To make up a previous low grade
 - To make up for a withdrawal
3. At the beginning of the course, my knowledge or ability in the subject was:
 - Strong
 - Moderate
 - Weak
4. The amount of time I spent weekly on this course outside of class was:
 - 0-2 hrs
 - 2-4 hrs
 - 4-8 hrs
 - >8 hrs

Strongly agree Agree Disagree Strongly disagree

- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <ol style="list-style-type: none"> 5. The course covered the material the instructor stated it would in the syllabus. 6. The instructor gave me feedback on exams & assignments in a timely fashion. 7. The reading materials assigned for the course facilitated my learning. 8. The instructor was available during office hours or by appointment when requested. 9. When students asked the instructor questions, the instructor responded in a helpful way. 10. Students seem to feel comfortable interacting with and asking questions of the instructor. 11. The instructor was consistently well-prepared for class. 12. The instructor was able to explain concepts clearly. 13. Grading of exams, papers, and other assessment procedures used to determine the grade has been fair. 14. The instructor facilitated my learning of the subject. 15. The course was: <ul style="list-style-type: none"> <input type="radio"/> Very Difficult <input type="radio"/> Difficult <input type="radio"/> Moderate <input type="radio"/> Easy <input type="radio"/> Very easy | <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> <td style="width: 25%; text-align: center;"><input type="radio"/></td> </tr> </table> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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- | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | A | B | C | D | F |
| 17. What grade do you expect to receive in this course? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 18. Overall, how would you evaluate this instructor? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 19. Overall, how would you evaluate this course? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

University of Hawaii at Hilo Course Evaluation Form
BLUE OR BLACK INK ONLY, SELECT ONLY ONE ANSWER PER QUESTION

ABCD 123-000
 Instructor Name

CORRECT ●	INCORRECT ⊗ ⊙ ⊖ ✓
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For office use only				
CRN:				
①	①	①	①	①
②	②	②	②	②
③	③	③	③	③
④	④	④	④	④
⑤	⑤	⑤	⑤	⑤
⑥	⑥	⑥	⑥	⑥
⑦	⑦	⑦	⑦	⑦
⑧	⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨	⑨

- I took this course:
 - As a major requirement
 - As an elective within the major
 - As a general education requirement
 - As an elective outside my major
- I took this course:
 - For the first time
 - To make up a previous low grade
 - To make up for a withdrawal
- At the beginning of the course, my knowledge of ability in this subject was:
 - Strong
 - Moderate
 - Weak
- The amount of time I spent weekly on this course outside of class was:
 - 0-2 hours
 - 2-4 hours
 - 4-8 hours
 - >8 hours

- | | Strongly Agree | Agree | Disagree | Strongly Disagree |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| 5. The course covered the material the instructor stated it would in the syllabus. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. The instructor gave me feedback on exams & assignments in a timely fashion. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. The reading materials assigned for the course facilitated my learning. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. The instructor was available during office hours or by appointment when requested. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. When students asked the instructor questions, the instructor responded in a helpful way. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. Students seem to feel comfortable interacting with and asking questions of the instructor. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. The instructor was consistently well-prepared for class. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. The instructor was able to explain concepts clearly. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. Grading of exams, papers, and other assignment procedures used to determine the grade has been fair. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14. The instructor facilitated my learning of the subject. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 15. The course was: | | | | |
| <input type="radio"/> Very Difficult | | | | |
| <input type="radio"/> Difficult | | | | |
| <input type="radio"/> Moderate | | | | |
| <input type="radio"/> Easy | | | | |
| <input type="radio"/> Very Easy | | | | |
| 16. I missed class: | | | | |
| <input type="radio"/> Less than 10% of the time | | | | |
| <input type="radio"/> 10-25% of the time | | | | |
| <input type="radio"/> 26-50% of the time | | | | |
| <input type="radio"/> More than 50% of the time | | | | |

- | | A | B | C | D | F |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 17. What grade do you expect to receive in this course? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 18. Overall, how would you evaluate this instructor? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 19. Overall, how would you evaluate this course? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

University of Hawai'i at Hilo Perceived Teaching Effectiveness Form

Semester: _____ Year: _____ Instructor: _____

Instructions: Please help your instructor evaluate this course. We ask that you carefully consider the following items and offer your input on each. Do not simply write "good" or "bad." Take your time and write thoughtful responses to each item. If you do this, then your instructor will be able to improve his/her course by understanding what ought to be modified and what was successful. We thank you for your time and careful consideration.

1. IDENTIFY THOSE QUALITIES OF YOUR PROFESSOR WHICH YOU FOUND MOST HELPFUL AND POSITIVE:

2. IDENTIFY THOSE QUALITIES OF YOUR PROFESSOR YOU FOUND LEAST HELPFUL AND WHICH YOU WOULD RECOMMEND CHANGING:

3. INDICATE THE TOPICS/CONTENT IN THE COURSE WHICH YOU FOUND MOST INTERESTING AND VALUABLE:

4. INDICATE THE TOPICS/CONTENT IN THE COURSE WHICH YOU FOUND LEAST INTERESTING AND VALUABLE:

5. INDICATE HOW THE COURSE MIGHT BE IMPROVED:

University of Hawaii at Hilo Perceived Teaching Effectiveness Form

Semester: <input type="radio"/> FA <input type="radio"/> SP <input type="radio"/> SU	Alpha:	Number:	Section:	Instructor:
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Instructions: Please help your instructor evaluate this course. We ask that you carefully consider the following items and offer your input on each. Do not simply write "good" or "bad." Take your time and write thoughtful responses to each item. If you do this, then your instructor will be able to improve her/his course by understanding what ought to be modified and what was successful. We thank you for your time and careful consideration.

1. Identify those qualities of your professor which you found most helpful and positive:

2. Identify those qualities of your professor which you found least helpful and would recommend changing:

3. Indicate the topics/content in the course which you found most interesting and valuable:

4. Indicate the topics/content in the course which you found least interesting and valuable:

5. Indicate how the course might be improved:

**UNIVERSITY OF HAWAII AT HILO
INSTRUCTIONS FOR ADMINISTERING OF THE
STUDENT FEEDBACK FORM**

This packet should include: . Student Feedback Form
 Perceived Teaching Effectiveness Form Written Evaluation
 Instructor Prepared Written Evaluation Form
 Language Evaluation Form

TO THE INSTRUCTOR:

1. Forms may be filled in with blue/black pens.
2. Ask a reliable student to proctor the evaluations at the beginning of the class and return the sealed envelope to the division office (Library book drop, if after 4:30 p.m.) after the evaluation is completed.
3. Leave the classroom before the student proctor reads the instructions and while students fill out the forms. Allow sufficient time for students to complete the evaluation.
4. Be careful not to prejudice student reporting on the forms in any way (e.g. no treats).

TO THE STUDENT PROCTOR:

1. Make certain each student has one each of the forms contained in the packet.
2. Write the CRN number on the board and instruct students to fill the CRN section on the form in the top left corner of the page. The CRN number is located on the white label above.
3. Read the following aloud to the class:

The results of this course evaluation will be given to your instructor only after the end of the semester and only after all grades for this course have been received in the Records Office.

This course evaluation activity is designed to provide feedback to your professor for his or her use in improving this course and assessing their instructional performance. It is important that you provide thoughtful, independent, and honest responses to all the questions asked.

Read the instructions carefully. Please use a blue/black pen to record your responses.

When you have completed the evaluation, place your forms in this envelope.

4. All evaluation forms must be returned to you. The staff will not accept forms handed in individually or packets handed in later than half an hour past the end of class.
5. Seal the envelope and sign your name over the edge.
6. Thank the class for their assistance and inform them that you will notify the instructor that the evaluation process is complete and that the instructor will join them momentarily.
7. Immediately after class, return the sealed and signed envelope to:
 The Division Secretary (if before 4:30 p.m.) or,
 The UHH Library book drop (if after 4:30 p.m.) Division Offices/Student Affairs will pick up the next morning.

