

## Guidelines for Faculty and Area Coordinators Regarding Course Instructor Surveys

As we continue to try to iron out the details of how we utilize the University's new Course Instructor Survey (CIS) System, we do occasionally run into a few snags. Part of this is because the system is largely designed for 95% of university course offerings; i.e., one faculty member per course with one evaluation conducted at the end of the semester. By contrast, when we deal with pharmacy courses that (a) are team-taught; (b) involve faculty in different divisions; (c) require that evaluations be conducted throughout the semester as faculty conclude their coverage rather than at the end of the semester; and (d) are broadcast to multiple campuses where evaluations will be conducted, the situation gets substantially more complex.

If you have completed a form sent out at the beginning of the semester requesting your course instructor survey, you know how the process gets started. It is also important that you understand how the balance of the process works in complicated courses (a-d above).

Attached you'll find a diagram which summarizes the current process for the College. On the left hand side is the simple process for solo faculty in a single-division course. You request the course evaluation packet for a particular date through your Area (Divisional) Coordinator, and it will be sent to you so that the survey can be conducted in your class and returned. Simple enough.

On the right hand of the diagram is the process for team-taught courses, and the differences from the previous (simple) example are shown in bold. Any faculty member still submits their CIS request to their own Area (Divisional) Coordinator, but the Area Coordinator now requests a packet for that faculty member for each campus that the course is taught if multiple campuses are involved (i.e., the course sections on different campuses have different unique numbers and require a separate packet for mailing). In addition, the Area Coordinator sends a copy of the faculty member's form to the Course Coordinator (which is why we ask for the course coordinator on the form) and to the Local Coordinators. This way, the Course Coordinator has a form for every faculty member in his/her course that wishes to have an evaluation done, and when it should be conducted. It is now the *Course* Coordinator's responsibility to get with their *Local* Course Coordinators on the various campuses (who also now have copies of the forms for faculty that are to be evaluated in the course) to finalize the times & process by which these evaluations will be done (e.g., "We will be conducting Dr. Jones evaluation in Advanced Pharmacotherapy on all three campuses the first ten minutes of class on March 3<sup>rd</sup>, Dr. Anderson's on April 7<sup>th</sup>, etc"). Thus the 'mapping out' of evaluations for the entire course can be done up front as to dates and times, and teaching faculty can be notified as to when the need to relinquish lecture time for their colleague's surveys. The packets will be sent to the Local Coordinators to conduct the evaluation.

I hope this process is clear, and that it will allow for efficient conducting of our course instructor surveys. Let me know if you have any questions or comments.

**Note:** The Course Coordinator can delegate any of the responsibilities indicated to others (e.g., supportive personnel) but is ultimately accountable for the process being completed.

# College of Pharmacy Course Instructor Survey Process

