Student Evaluation of Faculty Instruction and Courses
(Online Student Evaluation of Faculty Instruction and Courses; Implementation Policies, Procedures, Guidelines, etc.)

The College of Nursing conducts its own teacher, course and advisor evaluations separate from the university, using an online program named CoursEval. Faculty and students can access their MyCoursEval web page to complete surveys or view reports by clicking here: MyCoursEval

Who and what is evaluated through CoursEval?

- All faculty who teach a course or section with a minimum of three enrolled students
- Any faculty identified by a course coordinator or associate dean
- Both didactic and clinical faculty
- All courses taught by nursing faculty or staff
- Clinical sites of the Undergraduate Program
- Undergraduate advising by student affairs professionals
- Graduate advising by faculty

How does CoursEval work?

- Evaluation surveys are sent each term with the evaluation questions appropriate to each type of course and section. Questions sets change over time, but currently include:
  - CON’s standard course evaluation
  - Online course evaluation questions
  - Simulation and OSCE evaluation questions
  - University-required bachelor’s student learning outcome questions
  - CON’s standard faculty evaluation
  - DNP clinical faculty evaluation
- CoursEval provides a secure MyCoursEval web page for each student to evaluate their own courses and faculty, tracks which students have not responded, and sends regular email reminders to non-responders until the surveys close. Evaluations can be completed on mobile devices.
- After the Registrar’s due date for grade submission for a given term, faculty can access to their own course and teaching evaluations through the same MyCoursEval portal.

When do evaluations occur and how long are students given to complete?

- Midterm course and teaching evaluations are sent at the end of seven-week courses, and can be requested for instructors who have completed their teaching assignment in a team taught course.
- Full-term courses and their faculty are evaluated at the end of a semester.
- Students have one week to 10 days to complete the evaluations. Extensions may be given, but ideally:
  - Undergraduate evaluations close prior to “dead week,” the week before finals.
  - Graduate course evaluations close the day before the Registrar’s due date for grade submission.
- Evaluations of Undergraduate clinical sites are sent out once a year during the spring semester.
- Advisor evaluations are sent out once a year during the spring semester, between the midterm and end-of-term evaluation surveys.
How can faculty encourage students to respond to the evaluation surveys?

Students are no longer given a grade of incomplete in courses they do not evaluate. However, following the best practices below can significantly increase response rates.

- When the surveys are released, make an announcement in Canvas, and provide the link to MyCoursEval: [https://courseval.mc.uky.edu/etw/ets/et.asp?nxappid=WCQ&nxmid=start](https://courseval.mc.uky.edu/etw/ets/et.asp?nxappid=WCQ&nxmid=start)
- Send an e-mail to students asking them to complete the surveys, and to look for email from CoursEval with their login information.
- Provide 15-20 minutes of class time to complete the evaluations. They can be completed on mobile devices and tablets, as well as laptops and desktop computers.
- While the surveys are open, follow up individually with students who have not yet responded. The CoursEval administrator can provide this list as needed, and will send to all faculty once per cycle.
- Enlist the help of clinical faculty to encourage students to complete the evaluations.

When/how are the results of the evaluations distributed?

- Results of course evaluations are not released until after faculty submit final grades for the semester.
- Faculty can view their own course and teaching evaluation results, including students’ comments, and will be notified by e-mail when recent evaluations are available on MyCoursEval.
- The Dean and the Executive Vice Dean have access to all evaluations.
- Associate Deans have access to course, teaching and advising evaluation reports for all faculty who report to them.
- In the undergraduate program:
  - The Assistant Dean and BSN Program Director has access to reports for all faculty and courses in the BSN programs.
  - Option Coordinators for the Second Career, RN-BSN and other options have access all faculty and course evaluation reports in their program areas.
  - Clinical coordinators have access to all evaluation reports for all clinical faculty under their supervision.
  - Clinical coordinators, Option Coordinators, and the BSN Program Director have access to clinical site evaluations in the Undergraduate Program.
  - Option Coordinators, the BSN Program Director, and the Assistant Dean for Student Affairs have access to student evaluations of professional staff advisors.
- In the graduate programs:
  - The Associate Dean and DNP Program Director has access to all evaluation reports for faculty and courses in the DNP and Post-Master’s Certificate programs.
  - The PhD Program Director has access to reports for all faculty and courses in the PhD program.
What are some other related policies/procedures related to the success/implementation of online course evaluations?

- College of Nursing students and faculty are required to use their University of Kentucky email address to receive information and announcements about the evaluations. Forwarding to an alternate email address is not a viable option with the CoursEval system.
- All course, instructor, and clinical site evaluations are anonymous.
- Faculty are responsible for submitting grades through the UK Campus Management procedures. CoursEval is not linked to the UK grading system and does not record grades.
- The CoursEval administrator contacts program leadership and faculty early in the semester to get an accurate list of faculty and courses to be evaluated.

Who do I contact with questions or problems?

CoursEval is administered by Heidi Hiemstra, CON Assessment Coordinator, who can be reached at Heidi.hiemstra@uky.edu or 859-323-6535.