

Dear SET Coordinator;

This is your tri-annual email concerning Student Evaluation of Teaching supplies; this one is for Fall 2017 semester. This is the second email that I have sent regarding supplies for the Fall. The first was the automated Cognos report sent on August 25<sup>th</sup>; you may or may not have received that report.

If you have not yet done so, please take the time to make any necessary adjustments to the SET status of your courses in the Wayne Internet Scheduling System (WISE). You will find the most recent directions to do so here; <http://testing.wayne.edu/evaluation/wise-directions-revised.pdf>. Please review these directions carefully and if you have any problems working in WISE, contact the WISE administrator in the Registration Office. If you notice that these directions are contradictory to anything in WISE, please let me know. These directions were revised for the Winter 2017 semester to stress one important point. The first time you view a course, and instructor SET status, in WISE, you must click the <submit> button in order to activate that status and populate the SET\_Flag field that I will download. This must be done even if you are not changing the status.

Below is the calendar for Fall 2017, containing the pertinent dates and instructions, please review it carefully. As we have in the past Winter and Fall semesters (but not Spring/Summer) we are using the Priority/Non Priority processing schedule.

#### Fall 2017 Calendar

Aug. 25: Cognos report generated and sent to departments containing the list of classes that need corrections or updates in WISE. Do not be concerned if you did not receive this email, but please let me know so that I can review your case.

Aug. 30: Classes begin.

Sept. 4: Labor Day

Sept. 8: Possible second Cognos report generated and sent.

Sept. 13: CENSUS DATE. Last day that any changes can be made in WISE.

Sept. 15: WISE download will be performed. Supplies preparation will be based on the information in WISE at this time.

Sept. 29 (within a day or two): You will receive an email with an excel file containing the list of all your ACTIVE classes, omitting those where the instructor was marked "do not evaluate". You will be asked to confirm this list of courses-to-be-evaluated and answer questions concerning cross-listings and courses whose status is in question. These questions could include.

- All courses/instructors where the SET flag is missing.
- All courses where the course type is WEB or HYB but the SET flag indicates pencil paper, that is, "Evaluate" as opposed to "Online Evaluate".
- All courses where the enrollment is less than 2 and the SET flag is anything other than "Do Not Evaluate".
- Courses where there is a contradiction between course type and SET status; such as IND courses that are typically not evaluated.
- Cross-listings proper set up and disbursement.

Oct: 23 (within a day or two, will be specified): Due date for your reply to the above email.

Nov. 6: Supplies should be ready for departments that have returned their excel file by Oct. 23 (or other date as indicated). IF YOU NEED ANY SUPPLIES BEFORE THIS DATE, OR HAVE ANY EARLY ENDING COURSES TO BE EVALUATED ONLINE PLEASE REPLY TO THIS EMAIL AS SOON AS POSSIBLE WITH THAT INFORMATION.

Nov. 6, on or about: Instructors teaching classes identified as to be evaluated online will be sent an email with their instructions.

Nov. 10: Online General Education assessment begins. Students registered in classes that satisfy General Education requirements will receive an email with the links to complete the GEOC assessment. Please note that this assessment is in addition to the regular SET and is used to assess Gen Ed classes, not the instructor teaching them.

Nov. 14 – Dec. 4: Suggested pencil-paper evaluation period for PRIORITY PROCESSING. Make sure your instructors are aware of this schedule so that they can adjust their syllabus accordingly. If your department does not need priority processing the evaluation window may be extended until the last day of classes, prior to final exams, which is Dec. 11.

Nov. 16 – Dec. 11: Suggested Online Evaluation period. Instructors teaching classes that have been identified as going to be evaluated online will receive an email with instructions around November 6.

Dec. 6: Due date for Priority Processing. Departments returned by this date should expect to have their reports ready by March 9, 2018. If you still have outstanding unaccounted for sections by this date, deliver what you have and those will be processed within this period. Please note that at no time is it necessary for you to inform us of your wish to have priority processing, simply returning your evaluations by this date is your notice. If you do not need priority processing, please hold your delivery until after final exams.

Dec. 11: Last day of classes, prior to final exams. Last day that classes can be evaluated.

Dec. 12: Study day

Dec. 13 – 19: Final Exams

Dec. 25 – Jan. 1: University Closed

Jan. 2: University reopens

Jan 8: Due date for all sections. Reports for non-priority returns should be ready by April 13, 2018.

Some of these dates may be subject to change. If there are any changes you will be notified as soon as possible. If you have any questions about any of the directions in this email or the attachments, or have any classes, online or pencil-paper, that end before November 2, please contact me as soon as possible.