INTEROFFICE MEMORANDUM

TO:	Deans, Chairs, and Directors
FROM:	Laura Woodward, Director of Testing and Assessment
SUBJECT:	New Semester
Date:	AUGUST 16, 2017

Welcome back. We have been working hard this summer to improve the options available to you through the Course Evaluation Office. Please review the enhancements below, and contact us if you have any questions.

Priority Scanning

Our project to improve turnaround time for Student Evaluation of Teaching has been successful. Our return times for both Priority and Non-priority departments have improved. Research on the project is available online at http://testing.wayne.edu/evaluation/research.php

Our updated deadlines for priority scanning are posted below. These dates allow us to process Student Evaluation of Teaching before we begin scoring finals. Please review the deadlines and contact our office if you have any questions.

Approaching Deadlines for Student Evaluation of Teaching

	Fall 2017	**Winter 2018**	**Time Frame**
Suggested Period Begin	11/14/17, Tuesday	4/2/18, Monday	You may administer the SET at a time that works for you. Many administer SET as soon as they receive their supplies.
Evaluation Period End	12/4/17, Monday	4/16/18, Monday	**Batch One:** PRIORITY
Priority Processing Deadline	12/6/17, Wednesday	4/18/18, Wednesday	
Priority Report Return Date	3/9/18, Friday	6/28/18, Friday	Within suggested time frame
Non-priority Processing Deadline	1/8/18, Monday	5/7/18, Monday	**Batch Two:** NON-PRIORITY
Non-priority Report Return Date	4/13/18, Friday	8/30/18, Friday	Outside suggested timeframe

Pilot Report

Many faculty choose to submit their reports for administrative consideration, even when the response rate is too low for an official report. These unofficial reports have been available to administrators on an individual level but not included in the official Department Summary or Longitudinal Reports.

As a pilot project, we are beginning to provide a new Exceptions Report via Academica. If you have any questions or suggestions about the report, please contact us.

Report directions are posted online at http://testing.wayne.edu/evaluation/administrators.php

Online SET Option to Opt-In or Opt-Out

C&IT has been assisting our unit to offer different options for Online SET. Directions for faculty are posted online at http://testing.wayne.edu/evaluation/faculty.php

As a new enhancement, faculty who teach online but choose to administer paper evaluations may now opt out of Online SET. If they do not release or do not opt-out, we can now automatically send out their evaluations for them.

In addition, unless your area has a policy against it, faculty who are not teaching online may use Online SET. Many faculty choose this option because they know that if they administer during class time, their response rates will be comparable to paper-based evaluations.

Some departments are choosing to administer their classes entirely online for logistical reasons, and had much quicker priority turnaround as a result. If you would like to pursue this, we are happy to help work out the details. Just contact us.

We hope these new improvements will be useful to you. If you have any questions or concerns, please contact the SET Help Desk at 313.577.2777 or email set@wayne.edu.