

The UBC School of Nursing Online Course and Teacher Effectiveness Evaluations

CoursEval System Frequently Asked Questions

This document provides answers to the most frequently asked questions about the SoN Online Course and teacher Effectiveness Evaluations.

Q1. Why am I required to participate, this makes me feel a little vulnerable?

The University of British Columbia requires that all its faculty, courses and programs are evaluated by students on an ongoing basis in order to maintain and provide a high quality experience for our students. The University recognizes the importance of high quality teaching for the academic preparation of its students and accordingly requires that teachers be annually evaluated by procedures which include provision for assessments by students. Therefore evaluation is a required activity. Our nursing regulatory body (CRNBC) also emphasizes the importance of evaluation in professional practice, and it is an important reflective activity that student nurses need to learn to engage in as a part of their professional practice. Your opinion is very important to us, and you can make a difference in the way in which education is provided at the School.

Students have the opportunity to express their thoughts in a manner that is confidential (i.e. they can give scores and make general comments rather than referring to specific cases which would identify them). Of course, if a student has serious concerns that they feel the need to be expressed, but are hesitant to express in this format, they should most certainly be informing someone else within the School, such as the Program Coordinator, the Associate Director, or the Director.

Q2: How is this information processed and used?

Striving for teaching excellence is a fundamental core value of the School of Nursing. Student evaluation of teacher effectiveness is one of the most critically important quality monitoring mechanisms that we have, and full student participation in evaluation of teaching is vital to our core processes. When the data is submitted in the evaluation forms all responses entered are stripped of identifiers before they reach the faculty and combined, so your responses remain confidential.

Except for confidential questions used solely for the benefit of an individual teacher, the University will use data from student evaluations of teaching to improve the learning environment of University. In addition the University will use this data for operational purposes, including but not limited to assessment of faculty for promotion, tenure and institutional recognition. The Head of the School uses the faculty evaluations for reviewing teaching performance, and this is an ongoing requirement from the University.

The course evaluation feedback is used to make improvements to our courses and program offerings. Course leaders find the course evaluation data invaluable in their syllabus planning. They use the course evaluations to help improve their courses, and see how the content and delivery has met the needs of their students. Revisions are made to courses on the basis of this input. The faculty teaching evaluations are used by the individual teachers concerned to reflect on their teaching skills, and see how they can improve their performance, and review what approaches work best. We all want to dust-off the cobwebs regularly and become better teachers!

Students are advised that submissions containing malicious or otherwise inappropriate comment will be discarded. Except for confidential questions used solely for the benefit of an individual teacher, the University will use data from student evaluations of teaching to improve the learning environment of University. In addition the University will use this data for operational purposes, including but not limited to assessment of faculty for promotion, tenure and institutional recognition.

Q3. Why do I have to give my name & student ID when I enter the evaluation system, if the system is confidential?

The School has to make sure that the evaluations are given by bona-fide students, and that the system is confidential, and that the students have access to the correct course evaluations, so a secure log-in is needed. Identification information is only recorded for this and the purposes of the student evaluation lottery.

Q4: Who Sees the Instructor Evaluations?

Once the term is over and grades are complete and submitted, the faculty member involved has access to a summary form, providing statistical information as to how many students responded and how they scored the various items, and a compiled set of all of the written comments that were submitted, both positive and negative. Other people who see the evaluations are the Director, and other senior faculty involved in reviewing instructor performance and appointments. The information you provide about the quality of teaching you experience is informative as a part of the overall review of a faculty member's work. No personal or identifying student information is available to faculty or to the Director, unless you have deliberately included this in your commentary.

Q5. What happens if there is a technical problem with the system?

There is a help facility built into the system to get help by e-mail, and of course students can get help from the UBC CourseEval computer support personnel at the Office of Learning Technology.

Q6. Why not use the old simple paper-based system, than this new-fangled and complicated Web-based system?

The old paper based system was good, but very inefficient to process and store, and less secure. It relied on having handwritten comments being transcribed, and filed. It was also relatively simple for faculty or staff to identify individuals from their handwriting!

Q7: When Should I Do This?

Generally the system is available by week eight of the term until the last week prior to the new term starting (or in the last 3 weeks of the course). You can enter the system and give us your input as soon as you feel you have a clear opinion! What we do recommend is that you not wait until the very end of term or until you have completed all learning activities. It is easy to get overloaded during the exam week, and forget things like this! It is recommended is that you consider providing your feedback after about two thirds of the course is completed. However, recognizing personal preferences, you can choose the best time for you.

Q8: Where do I find the online evaluations?

You access the Online Evaluation system from any computer using the following URL:
<https://eval.olt.ubc.ca/nursing>

If you experience problems accessing this page help is available from the Office of Learning Technology at UBC: courseevalsupport@exchange.ubc.ca and evaluations@nursing.ubc.ca
Please include your student # , Course details and last name when requesting assistance.

Q9: *What do I do if the system doesn't list my course or my instructor?*

You should email evaluations@nursing.ubc.ca for assistance. Note that guest lecturers are not listed, but you can add comments about them in the course evaluations if you wish. You can also request help from the help link located on the CourseEval screen.

Q10: How does the evaluation system lottery work?

The rules for this are very simple, and it has been designed as a fun incentive to encourage students to submit on-time:

- a) Each evaluation submission you make counts as one entry into the draw
- b) At the end of each term there will be a draw and one student will be awarded a \$100 book token to use in the University bookstore.
- c) The Schools decision on eligibility and award of the draw prize will be final
- d) No substitutions for the draw prize are allowed
- e) The prize will be awarded at the beginning of the following term
- f) Only valid evaluations of courses you have taken and instructors who have actually taught you that term are counted!

Therefore if you submit separate evaluations for two courses and three faculty you will be allocated 5 entries into the draw (i.e. 5 tickets).

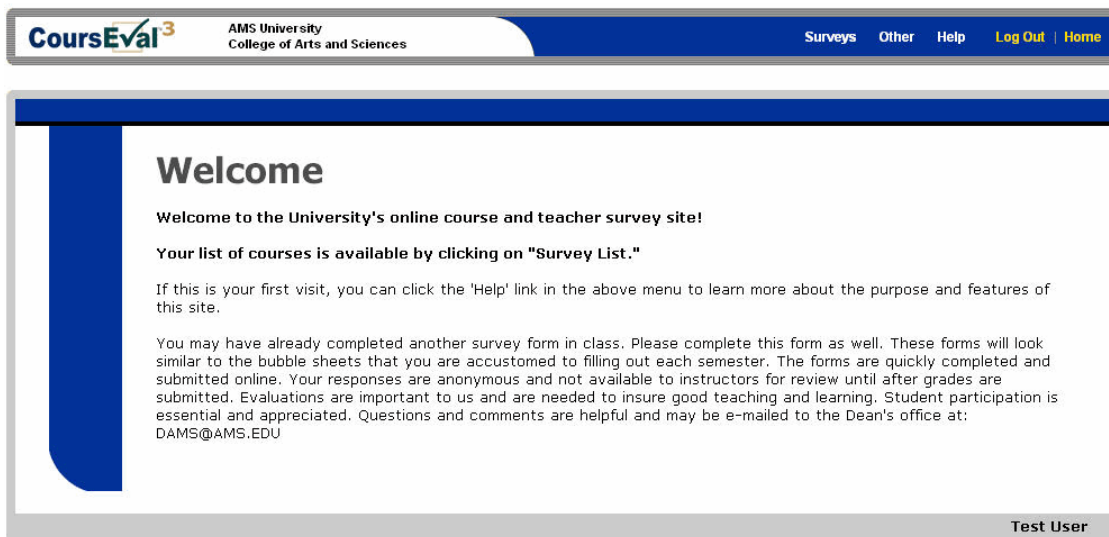
The Process

You access the Online Evaluation system from any computer by logging in at:

<https://eval.olt.ubc.ca/nursing>

You will need to use your Campus Wide Login (CWL) to access the system)

If you experience problems accessing this page help is available from the Office of Learning Technology at UBC: coursevalsupport@exchange.ubc.ca and from evaluations@nursing.ubc.ca Please include your student #, last name and a brief description of the problem when requesting assistance



Select what you are evaluating

- You will be presented with the list of courses and instructors that you are being asked to evaluate under the Surveys Tab at the top of the page
- Select the appropriate item to evaluate

Complete the Online evaluation Form and Submit It

- Fill in the online questionnaire and click submit to complete your evaluation
- Then select the next item for evaluation and repeat
- That's it, and you are automatically entered into the student draw!

Please note that Clinical instructor evaluations are not completed using the CoursEval system. You will be given a paper based form to evaluate your clinical instructor towards the end of your practicum.