

## Online Evaluation

Online courses and hybrid courses that are DE (more than 50% online) have to be evaluated per the contract. Article 10F.3 contains specific language regarding when and how evaluation of faculty teaching in the Distance Education modality are to be handled. Articles 14C, 15C, and 18I outline the specific standards for evaluation of faculty. All evaluations must use the negotiated form for online evaluations. Unit members are to be evaluated during their first Distance Education course (Article 10F.3.a).

Evaluating an online class is considered to take about 5 hours. The evaluation will include:

- A “tour” of the class with the evaluatee and observation of the class (division of time between the tour and the observation to be agreed to by the evaluator and evaluatee) (approximately 3 hours). (See Questions to Ask During the Course Tour below.)
  - The evaluator shall be added to the course with “student access.” The evaluator will be blocked from access the course until such time as the evaluatee “unblocks” access.
  - The evaluator will have 24 hours of access once they have been added to the course (unless otherwise agreed to by evaluatee).
  - It is the responsibility of the evaluatee to “unblock” and then “reblock” the evaluator’s access to the course. (See section on How to Unblock/Block Evaluator Access in Blackboard below.)
  - At the end of the evaluation period, the evaluator shall notify the Blackboard Administrator to remove the evaluator from the course
- Writing of evaluation report (approximately 1 hour)
- Feedback meeting with evaluatee (approximately 1 hour)

The evaluator shall have access to the equivalent of one week’s worth of course content, which may be reflected in one module or whatever reasonable equivalent exists in the specific course. The observation report shall be focused on this one week or module.

The evaluator will also be provided access to the course syllabus, discussion boards, and relevant exams as well as any other relevant materials related to student learning for the week or module being observed. The evaluator will have access to all general course information available to students in the course menu (course “buttons”) on the Blackboard site.

If you are a full-time faculty member doing an online evaluation as part of a tenure evaluation committee or peer review committee, there is no additional compensation. For part-time faculty evaluation or an evaluation of faculty teaching a course online for the first time, there is a \$225 compensation for completing the online evaluation process. Once the process is completed and turned in to the Dean, the evaluator should submit a Non-Instructional Time Sheet for payment (\$225) to the appropriate Dean.

## **Student Survey**

The evaluator will work with the Blackboard Administrator to set up the student evaluations survey. The survey results will be available to the evaluator via Class-Web.

## **Questions to Ask During the Course Tour**

Below are some examples of questions that the evaluator might want to ask during the course tour. These are only examples.

- What do I need to know about your class?
- Is there a particular week or module that would give me a good idea of how the class functions?
- Are there any access codes I will need?
- How may I observe answers related to question from Section II of the Evaluation form (Student-Faculty interaction)?

## **How to Unblock/Block Evaluator Access in Blackboard (For Evaluatees)**

1. Log into Blackboard course
2. Click on Users and Groups, Users.
3. Move the mouse pointer onto the evaluator's Username and click on the triangle that displays next to the name. Click the **Change User's Availability in Course** option.
4. Select the **Available (in this course only)** option and select **Yes** to unblock and **No** to block access.