

MEMORANDUM

Date: September 11, 2009
TO: All Faculty Senate Members
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: Faculty Senate Meeting on September 17, 2009

Meeting Date: Thursday, September 17, 2009
Meeting Time: 4:00-6:00 p.m.
Meeting Location: Student Union Key West, Room 218

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *August 27, 2009***
4. **Announcements and Recognition of Guests**
 - Provost's Update
5. **Old Business**
 - College Budget updates
 - Conflict of Interest form online implementation – *Lin Huff-Corzine and Doug Backman*
 - Report on TIP, RIA, and SOTL document approval
 - Student Perception of Instruction content revisions – *Diane Wink*
(drafts of the proposed content are available at <http://www.facultysenate.ucf.edu/>)
6. **New Business**
 - None
7. **Standing Committee Reports**
 - Budget and Administrative Committee – *Patrick LiKamWa*
 - Graduate Council – *Stephen Goodman*
 - Personnel Committee – *Arlen Chase*
 - UPCC – *Bob Pennington*
8. **Other**
9. **Adjournment**

Faculty Senate Meeting
Minutes of
August 27, 2009

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:06 p.m. The roll was circulated for signatures. The minutes of April 23, 2009 and June 4, 2009 were unanimously approved with no revisions.

RECOGNITION OF GUESTS

Lin Huff-Corzine, Richard Harrison, Denise Berrios, Stephanie Garay, Joel Hartman, Tace Crouse, Bernadette Jungblut, Charlene Stenard, Mark Poisel, Alison Morrison-Shetlar, Bob Wirag, Michael Deichen, Doug Backman.

ANNOUNCEMENTS

Provost's Update

The deans and vice presidents have been tasked with creating a plan that will cut all one-time money from budget by July 1, 2011. The provost has offered to meet with the colleges to carry out discussions on possible strategies. The plans are to be submitted in mid-October. Fall 2009 enrollment is currently at 53,800, making UCF the largest institution in Florida. It is projected that UCF will be named the third largest university in the country.

College Budgets Update

The college representatives reported on the status of their colleges' efforts with regards to the budget cuts due in October. Most colleges have created means to include faculty input, such as establishing budget advisory committees composed of faculty to provide input to the deans and to deliberate on the manner in which budget cuts will be undertaken at the college levels.

Committee on Committees

Dr. Diane Wink, Chair of the Committee on Committees (ConC), provided an update on the status of committee appointments. The ConC has staffed most of the standing committees, and a small number remain that still need to be staffed. Dr. Chopra recommended that committees continue to operate with the 2008-2009 membership until the 2009-2010 committees are fully staffed.

Textbook Affordability

Dr. Diane Chase provided an overview of the textbook affordability statute. UCF is currently at 96% compliance with the law. October 23 is the incentive deadline for book orders. All book orders are due by November 13. To comply with the legislation, the order forms have been changed so that faculty can indicate that all parts of the textbook order are being utilized and that if a new edition is being ordered, the new edition is necessary.

The following will help alleviate common problems with orders: Faculty should tell the bookstore if no text is required for a class. Forms should not be submitted with incomplete information. Departments cannot wait until after late adjunct hires to place orders. Regional campus orders must be posted at the main campus bookstore. Course-packs and bundles should be ordered early.

There is an exception process, and the exception form is due by the same date as textbook orders. The bookstore is working to streamline the ordering process. Questions and a discussion regarding the implementation of the statute followed.

OLD BUSINESS

Student Perception of Instruction content revisions

The Student Perception of Instruction (SPoI) content revision was tabled last year. Dr. Diane Wink, chair of the ad hoc SPoI committee, reported that the committee has been receiving feedback from faculty on the proposed SPoI content. Newly-revised forms that have been under development over the summer to utilize faculty feedback will be posted to the Senate website. The changes include the revised wording of the answer sets, allowing for a neutral option and a wider range of choices. Dr. Cook encourages faculty to share ideas and concerns with Dr. Wink and the committee.

Because the SPoI was tabled at the end of the last Senate year, the issue must be reviewed and brought back as new business in order to be considered this year. The new content will only be implemented if adopted by the Senate.

NEW BUSINESS

Student Perception of Instruction online implementation

Dr. Joel Hartman discussed the online implementation plans for the currently used SPoI form. Due to issues of cost and equipment failure with the paper-based evaluation system, SPoI will be completely online beginning in Fall 2009. The current form will be moved online; no content changes will be made. Students will have a two-week window to complete evaluations, which they will access through the MyUCF portal. The online SPoI will be available for testing in early September. Students will have a popup message to remind them to take the evaluations. As long as popups are utilized, the response rate to an online SPoI form is similar to that of a paper-based form. Discussion followed regarding ways to encourage student response, and whether the response window should be shortened.

Knight's Email

Knights Email is the new email system for students, and as of September will be the only email address the university uses to communicate with students. Faculty are invited to get accounts so that they may interact with students using the built-in online collaboration tools. Knights Email will not be the official mode of communication for UCF employees.

President's Address

Dr. Hitt addressed the Senate. He thanked the faculty for the extra work they are putting in as UCF deals with a 27% budget cut. Dr. Hitt provided an update on the state of the university. For the incoming fall class, the SAT average is 1225 (the nationwide average is 1017), there are 55 National Merit Scholars, and the average GPA is 3.8. For the incoming Burnett Honors College class, the average SAT is 1373, and the average is GPA 4.138 weighted.

Faculty secured \$120.8 million in research grants and contracts for the last academic year. The Physical Sciences I building is open and Physical Sciences II is under construction and expected to open next fall. The Performing Arts Complex is under construction, and UCF is seeking to finance a new parking garage between the Arena and the Performing Arts Complex. The College of Medicine Lake Nona campus is expected to open in May 2010. The 41 students

in the inaugural class of the College of Medicine comprise the best qualified new class in the state. The new facility for the Burnett School of Biomedical Science will open soon.

Fall enrollment is larger than expected. UCF's enrollment is up approximately 6%. Of all UCF students, 66% take classes on campus only, 17.7% take classes on campus and are taking at least one web course, 6.9 % take only web courses, and 9% are on the regional campuses.

Within Florida, 100,510 students took the SAT this year. Of those 71,000 requested that scores be sent to a particular university. Of those, UCF attracted the most score referrals of any university in Florida, followed by UF, FSU and USF. UCF retained third tier status in the US New and World report and ranked fifth in up-and-coming universities in the U.S.

H1N1 (Swine) Flu

Drs. Bob Wirag and Michael Deichen of UCF Health Services provided a report of the Health Services' response to the threat of H1N1. According to a presidential panel, H1N1 could infect half the U.S. population this winter, hospitalizing up to 1.8 million people and causing up to 90,000 deaths.

They distributed a handout that highlights some of the key issues and UCF's response to date. Vaccination is recommended for both seasonal flu and H1N1. Health Services has treated 508 patients since July 17 with flu-like symptoms and 25 of these were confirmed to have H1N1. Health Services has a repository of information on H1N1 at www.ucf.edu/flu.

For the majority of people who will become infected, H1N1 will be similar to seasonal flu in terms of both symptoms and severity. However, those in risk groups, including pregnant people and those with chronic diseases, may be more severely affected. Experts predict that the pandemic will peak in October. The Health Center has been planning for a pandemic for many years, and has plans in place in the event that a mass triage becomes necessary. On September 30, UCF Health Services, in partnership with Florida Hospital and CentraCare, will be providing mass seasonal flu vaccinations.

Due to timing issues, a motion was made to table the Conflict of Interest presentation. Motion seconded. Dr. Huff-Corzine and Mr. Doug Backman agreed to give the presentation at the September Senate meeting. Motion carried.

ADJOURNMENT

The meeting adjourned at 5:47 p.m. The next Faculty Senate meeting is September 17, 2009.

Faculty Perception of Instruction

Purpose: This form provides an opportunity to document and contextualize your instructional experiences this semester before receiving your Student Perception of Instruction (SPoI) results. Your responses can be compared with student responses to assist with interpretation of SPoI results. You have the option to share your Faculty Perception of Instruction (FPoI) with your chair or others. Your participation is completely voluntary.

Instructions: Please answer each question based on your current semester experiences. You can provide additional information in the Comments boxes. Within the Comments boxes, you can specify the course(s) to which you are referring.

1. In general, I prefer teaching courses that are:

- a. Face-to-face
- b. Interactive TV (ITV)
- c. Web-mediated [partly online; partly face-to-face (M)]
- d. Fully online (W)
- e. Video streaming
- f. FEEDS
- g. Labs
- h. Clinical
- i. I have no preference.

Comments

2. In general, the students had adequate background knowledge and preparation for the course(s) I taught.

- a. absolutely true
- b. mostly true
- c. mostly false
- d. absolutely false

Comments

3. Overall, the students showed great effort to learn.

- a. absolutely true
- b. mostly true
- c. mostly false
- d. absolutely false

Comments

4. In general, the students showed interest in what was being taught in the course(s).

- a. absolutely true
- b. mostly true
- c. mostly false
- d. absolutely false

Comments

5. The physical facilities and/or equipment used for teaching worked well throughout the semester.

- a. absolutely true
- b. mostly true
- c. mostly false
- d. absolutely false

Comments

6. Please describe the degree of control you had over course management decisions such as objectives, text(s), exams, etc.:

Comments

7. If an ITV class, my classroom was (choose ONE of the following):

- a. the site from which the course was broadcast some weeks and the site to which the course was transmitted other weeks
- b. the site from which the course was broadcast almost every class
- c. the site to which the course was transmitted almost every class

Comments

8. Please describe any characteristics or circumstance(s) during the semester, including the way the courses were presented, that impacted the effectiveness of your instruction.

Comments

9. What do you think went particularly well with your course(s)?

Comments

10. What aspects of the instruction could have been improved?

Comments

Student Perception of Instruction (Face-to-Face and ITV)

Instructions: Please answer each question based on your current class experience. You can provide additional information on each item in the Comments box.

All responses are anonymous. The results will be shared with the instructor after the semester is over.

Section I: Student Information Items

The Section I items are not used to evaluate instruction but will help put responses for Section III items in context.

1. In general, I prefer taking courses that are:

- a. Face-to-face
- b. Interactive TV
- c. Web-mediated [partly online; partly face-to-face (M)]
- d. Fully online (W)
- e. Video-streaming (V)
- f. FEEDS
- g. I have no preference

Comment:C

2. Which of the following is the most important reason you took this course?

- a. I had to.
- b. I had to and I wanted to.
- c. I wanted to.
- d. It fit my schedule.

3. I had a strong desire to take this course.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

4. I had a strong desire to take a course with this instructor.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

5. I used most of the required course materials (for example texts, articles, online resources, art supplies, computer programs, etc.).

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

6. The final grade I anticipate for this class is:

- a. A/A-
- b. B+/B/B-
- c. C+/C/C-
- d. D+/D/D-
- e. F
- f. P
- g. S
- h. U
- i. Other

Comment:C

C

Section II: Face-to-Face and ITV Course Items

The Section II items are not used to evaluate instruction but will help put responses for Section III items in context.

F1. I spent ___ hours per week outside of class on this course.

- a. 3 or less
- b. 4-6
- c. 7-9
- d. more than 9

Comment:C

C

F2. I missed class ___ times this semester.

- a. 0
- b. 1-2
- c. 3-5
- d. more than 5

Comment:C

C

F3. I was late to class or left early ___ times this semester.

- a. 0
- b. 1-2
- c. 3-5
- d. more than 5
- e. not applicable

Comment:C

C

F4. Did this class have online assignments (for example, web readings, web modules, online discussions, etc.)?

- a. Yes
- b. No

Comment:C

C

If the answer to F4 is yes, the following two items will appear:

F5. I completed the online assignments.

- a. Always
- b. Often
- c. Sometimes
- d. Rarely
- e. Never

Comment:C

C

F6. Webcourses technical problems were minimal and did NOT impact my ability to complete assignments.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

F7. Parking on campus made it difficult for me to get to class on time.

- a. Never
- b. Rarely
- c. Sometimes
- d. Often
- e. Always

Comment:C

C

F8. The classroom was comfortable for learning: the temperature, sound, desks/chairs, and lighting were fine.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

If an ITV section, the following two items will appear

F9. My classroom was (choose one of the following):

- a. the site FROM which the course was broadcast almost every class
- b. the site from which the course was broadcast some weeks and a site to which the course was transmitted other weeks
- c. a site TO which the course was broadcast almost every class

Comment:C

C

F10. ITV problems (for example, audio and/or video quality) were minimal and did NOT impact my ability to participate in class.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

Section III: Evaluation of Instruction Items *(question numbering continues from Section I)*

7. The instructor provided a syllabus.

- a. Yes
- b. No

Comment:C C

8. The instructor provided information about how grades are determined.

- a. Yes
- b. No

Comment:C C

9. The instructor provided a course schedule.

- a. Yes
- b. No

Comment:C C

10. The required course materials (for example, texts, articles, online resources, art supplies, computer programs, etc.) helped me learn the course content.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C C

11. The assignments helped me learn the course content.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

12. The instructor was available to assist me at prearranged times outside of class either online or in person.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

13. The instructor was well organized.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

14. The instructor displayed enthusiasm for teaching this class.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

15. The instructor communicated the importance and significance of the subject matter.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

16. The instructor communicated ideas and/or information clearly.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

17. On average, I received feedback on the class assignments from the instructor

- a. within one week
- b. within two weeks
- c. within three weeks
- d. by the end of the semester

Comment:C

C

18. The instructor created an environment that encouraged students to ask questions.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

19. The instructor answered student questions.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

20. The instructor created an environment that encouraged students to express thoughtful or well-reasoned ideas.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

21. The instructor provided opportunities for students to be intellectually or educationally challenged by this course.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

22. Overall, this faculty member was an effective instructor.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

23. What did you like best about the way this faculty member taught this course?

Comment:C

C

24. What suggestions do you have for this faculty member to improve this course?

Comment:C

C

Student Perception of Instruction (M)

Instructions: Please answer each question based on your current class experience. You can provide additional information on each item in the Comments box.

All responses are anonymous. The results will be shared with the instructor after the semester is over.

Section I: Student Information Items

The Section I items are not used to evaluate instruction but will help put responses for Section III items in context.

1. In general, I prefer taking courses that are:

- a. Face-to-face
- b. Interactive TV
- c. Web-mediated [partly online; partly face-to-face (M)]
- d. Fully online (W)
- e. Video-streaming (V)
- f. FEEDS
- g. I have no preference

Comment:C

C

2. Which of the following is the most important reason you took this course?

- a. I had to.
- b. I had to and I wanted to.
- c. I wanted to.
- d. It fit my schedule.

3. I had a strong desire to take this course.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

4. I had a strong desire to take a course with this instructor.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

5. I used most of the required course materials (for example texts, articles, online resources, art supplies, computer programs, etc.).

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

6. The final grade I anticipate for this class is:

- a. A/A-
- b. B+/B/B-
- c. C+/C/C-
- d. D+/D/D-
- e. F
- f. P
- g. S
- h. U
- i. Other

Comment:C

C

Section II: Mixed Mode (M) Course Items

The Section II items are not used to evaluate instruction but will help put responses for Section III items in context.

M1. At the start of the course, I familiarized myself with the Webcourses set up and online course components.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

M2. I completed the online requirements including discussions as assigned.

- a. Always
- b. Often
- c. Sometimes
- d. Rarely
- e. Never

Comment:C

C

M3. I spent ___ hours per week outside of face-to-face class meetings on this course.

- a. 3 or less
- b. 4-6
- c. 7-9
- d. more than 9

Comment:C

C

M4. I missed class ___ times this semester on days the class met face-to-face.

- a. 0
- b. 1-2
- c. 3-5
- d. more than 5

Comment:C

C

M5. When the class met face-to-face, I was late to class or left early ____ times this semester.

- a. 0
- b. 1-2
- c. 3-5
- d. more than 5

Comment:C

C

M6. The Webcourses site was easy to navigate.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

M7. Webcourses access problems (for example, the server being down or very slow - or other technical glitches) were minimal and did NOT impact my ability to complete assignments.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

M8. Parking on campus made it difficult for me to get to class on time.

- a. Never
- b. Rarely
- c. Sometimes
- d. Often
- e. Always

Comment:C

C

M9. The classroom was comfortable for learning: the temperature, sound, desks/chairs, and lighting were fine.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

Section III: Evaluation of Instruction Items *(question numbering continues from Section I)*

7. The instructor provided a syllabus.

- a. Yes
- b. No

Comment:C

C

8. The instructor provided information about how grades are determined.

- a. Yes
- b. No

Comment:C

C

9. The instructor provided a course schedule.

- a. Yes
- b. No

Comment:C

C

10. The required course materials (for example, texts, articles, online resources, art supplies, computer programs, etc.) helped me learn the course content.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

11. The assignments helped me learn the course content.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

12. The instructor was available to assist me at prearranged times outside of class either online or in person.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

13. The instructor was well organized.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

14. The instructor displayed enthusiasm for teaching this class.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

15. The instructor communicated the importance and significance of the subject matter.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

16. The instructor communicated ideas and/or information clearly.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

17. On average, I received feedback on the class assignments from the instructor

- a. within one week
- b. within two weeks
- c. within three weeks
- e. by the end of the semester

Comment:C

C

18. The instructor created an environment that encouraged students to ask questions.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

19. The instructor answered student questions.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:C

C

20. The instructor created an environment that encouraged students to express thoughtful or well-reasoned ideas.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

21. The instructor provided opportunities for students to be intellectually or educationally challenged by this course.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

22. Overall, this faculty member was an effective instructor.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:C

C

23. What did you like best about the way this faculty member taught this course?

Comment:C

C

24. What suggestions do you have for this faculty member to improve this course?

Comment:C

C

Student Perception of Instruction (W)

Instructions: Please answer each question based on your current class experience. You can provide additional information on each item in the Comments box.

All responses are anonymous. The results will be shared with the instructor after the semester is over.

Section I: Student Information Items

The Section I items are not used to evaluate instruction but will help put responses for Section III items in context.

1. In general, I prefer taking courses that are:

- a. Face-to-face
- b. Interactive TV
- c. Web-mediated [partly online; partly face-to-face (M)]
- d. Fully online (W)
- e. Video-streaming (V)
- f. FEEDS
- g. I have no preference

Comment:

2. Which of the following is the most important reason you took this course?

- a. I had to.
- b. I had to and I wanted to.
- c. I wanted to.
- d. It fit my schedule.

Comment:

3. I had a strong desire to take this course.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:

4. I had a strong desire to take a course with this instructor.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:

5. I used most of the required course materials (for example, texts, articles, online resources, art supplies, computer programs, etc.).

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:

6. The final grade I anticipate for this class is:

- a. A/A-
- b. B+/B/B-
- c. C+/C/C-
- d. D+/D/D-
- e. F
- f. P
- g. S
- h. U
- i. Other

Comment:

Section II: Web-Based (W) Course Items

The Section II items are not used to evaluate instruction but will help put responses for Section III items in context.

W1. At the start of the course, I familiarized myself with the Webcourses set up and online course components.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:

W2. I completed the online requirements, including discussions, as assigned.

- a. Always
- b. Often
- c. Sometimes
- d. Rarely
- e. Never

Comment:

W3. I spent a total of ___ hours per week on this class.

- a. 3 or less
- b. 4-6
- c. 7-9
- d. more than 9

Comment:

W4. The Webcourses site was easy to navigate.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:

W5. Webcourses technical problems were minimal and did NOT impact my ability to complete assignments.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Disagree
- e. Strongly Disagree

Comment:

Section III: Evaluation of Instruction Items (*question numbering continues from Section I*)

7. The instructor provided a syllabus.

- a. Yes
- b. No

Comment:

8. The instructor provided information about how grades are determined.

- a. Yes
- b. No

Comment:

9. The instructor provided a course schedule.

- a. Yes
- b. No

Comment:

10. The required course materials (for example, texts, articles, online resources, art supplies, computer programs, etc.) helped me learn the course content.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:

11. The assignments helped me learn the course content.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:

12. The instructor was available to assist me at prearranged times outside of class either online or in person.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:

- d. Agree
- e. Strongly Disagree

Comment:

14. The instructor displayed enthusiasm for teaching this class.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:

15. The instructor communicated the importance and significance of the subject matter.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:

16. The instructor communicated ideas and/or information clearly.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:

17. On average, I received feedback on the class assignments from the instructor

- a. within one week
- b. within two weeks
- c. within three weeks
- d. by the end of the semester

Comment:

18. The instructor created an environment that encouraged students to ask questions.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:

19. The instructor answered student questions.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:

20. The instructor created an environment that encouraged students to express thoughtful or well-reasoned ideas.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:

21. The instructor provided opportunities for students to be intellectually or educationally challenged by this course.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:

22. Overall, this faculty member was an effective instructor.

- a. Strongly Agree
- b. Agree
- c. Neither Agree nor Disagree
- d. Agree
- e. Strongly Disagree

Comment:

23. What did you like best about the way this faculty member taught this course?

Comment:

24. What suggestions do you have for this faculty member to improve this course?

Comment: