MEMORANDUM

DATE: Nov. 9, 2010

TO: All UTSA Faculty

FROM: John Frederick
       Provost and Vice President for Academic Affairs

SUBJECT: Online Course Evaluations

This fall, UTSA is implementing the full launch of online end-of-semester course evaluations, completely replacing the paper-based IDEA surveys.

Having this process automated and online means the results of evaluations will be available faster to faculty and departments. It also will help the university comply with Texas House Bill 2504, which requires results of course evaluations, among other information, to be posted online for the benefit of current and prospective students.

In this packet, you will find an FAQ about online course evaluations and a summary of HB 2504. The FAQ details how we are communicating to students about the new system, including our plans to hold a prize drawing for several new iPads to encourage student participation.

**But we also need your help to reinforce this communication effort to your students.** Please talk to your students about why it’s important to complete their course evaluations. Show them the course evaluation videos that will be available on the computer desktop in your classroom. Tell them how you use evaluation results to hone your syllabus and your teaching methods. Assure them that their responses have always been and will always be anonymous. Your active participation is critical to the success of online course evaluations.

If, after reviewing the attached documents, you have any questions, please contact Doug Atkinson or Lisa Johnston at evaluate@utsa.edu.