**Co-administered Department**

 **Course Evaluation Guidelines**

Co-administered departments work in partnership with IDP to create and manage online course evaluations. Coordinators are responsible for survey creation and ensuring course and instructor accuracy.

1. Coordinators will receive three emails from IDP.
	1. The first email will be sent week one, asking for your main survey options. The options are 10 Core, Core minus #3, Core minus #4, Core minus #3 and #4. More than one may be necessary. It will also ask which course prefixes should be imported and for approval of the cross-listings provided.
	2. The second email will inform coordinators that the project is ready for department processing and include a request to let IDP know when the project can be deployed.
	3. The third email will provide confirmation that the project was deployed.
2. IDP expects two communications in return from coordinators.
	1. The first will include a list of core questions for the main survey (options listed above), the prefixes that should be imported, and confirmation of the cross-listings provided.
	2. An email informing IDP that the project is ready to be deployed.
3. Department coordinators are not required to submit an evaluation request form to IDP. We recommend the creation of a request form to 1) promote accuracy and in case it becomes necessary for support and 2) restrict the number of courses imported, which makes managing courses easier.
4. IDP will create projects with a main survey as requested by the department. Due to optional questions #3 and #4 in the Core 10 questions, a department may have more than one main survey and therefore may have more than one project.
5. Projects are populated with all department courses with the requested prefix eg. SLHS, ASL, BMS, LING, PHPR. Coordinators will remove courses that are not to be evaluated and make instructor corrections as necessary.
6. Department coordinators will add all custom questions. Instructors do not have access to add custom questions. Utilizing the PICES question bank is highly recommended. Only questions which are significantly different in meaning from current PICES questions should be added.
7. Custom surveys are limited to five optional questions.
8. Due to software configurations, IDP will tie cross-listed courses together upon request.
9. We recommend that departments create consistent and meaningful survey names. Keep in mind that a survey title can be changed but questions cannot once it has been used in a project.
10. The request form templates coordinators receive at weeks 0, 2, and 4 will reflect Banner course dates. Course start and end dates in CES have been adjusted to match evaluation timeframes.
11. End of semester evaluations must run 14 days. All other short course evaluations run 10 days. Evaluations cannot be run during final exams.
12. IDP deploys projects once notified by the department that it is ready. Projects must be deployed at least one week prior to the survey start date. Projects must be deployed to run.
13. Departments can make changes to the project until it is deployed. Coordinators need to contact IDP for any changes after project deployment.

**Course Evaluation Glossary**

CES: Course Evaluations & Surveys. The software used to set up evaluations.

Evaluation Start Date: Also known as Survey Start Date. This is the date that the evaluations are available to students.

Course Evaluation End Date: Also known as Survey End Date. This is the date that evaluations end.

Deploy: The process that makes a project live. Always handled by IDP.

Import: Add data to the project.

Prefix: The first part of Course Name e.g. SLHS, ASL, VCS, BMS, CPS, LC.

Project: A grouping of evaluation data with common main surveys, course dates, and communications.