BLUE FAQ Sheet for Program Administrators

What is Blue?

Blue is the course evaluation system used by OHSU. It was implemented in 2013, and the first course evaluations were run through Blue in the Fall 2013 term. This system is intended to replace other departmental or school level systems for end of term course evaluations.

How does Blue work?

In a nutshell, Blue receives course and instructor information from Banner nightly. The information in Banner supplies Blue with the courses and instructors to be evaluated each term, as well as the end dates for courses. The course end dates coded in Banner are important as it triggers the opening and closing of the end of term course evaluation based on that information. If you want to send evaluations to students outside of the standard open/close window, contact courseeval@ohsu.edu to discuss rationale and review options.

What questions are in the standard OHSU End of Term Course Evaluations?¹

**Course Effectiveness (CE)**

1. The stated objectives were understandable.
2. The course as a whole was well organized.
3. The educational materials and resources enhanced my learning.
4. Evaluation of my performance was based on stated objectives.
5. Overall, I rate this course highly.
6. What are the strengths of the course?
7. What recommendations do you suggest for improving this course?

**Teaching Effectiveness (TE)**

1. The instructor was knowledgeable about the subject.
2. The instructor was well prepared
3. The instructor’s strategies stimulated my thinking and inquiry.
4. I received meaningful and timely feedback on my performance.
5. Overall, I rate this instructor highly.
6. What are the strengths of this instructor?
7. What recommendations do you suggest for this instructor?

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Slightly Disagree</th>
<th>Slightly Agree</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>N/A</td>
</tr>
</tbody>
</table>

¹ Some departments/schools have additional required items. Please contact courseeval@ohsu.edu if you have questions about adding or editing additional course evaluation or teaching effectiveness evaluation items.

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What information is required for each instructor to be evaluated?

In order to create a faculty member record in BANNER (this only needs to be done once), the Office of the Registrar staff member that works on your departmental course schedule will need the individual’s full name, school, primary department, email, SSN, and date of birth. (SSN and date of birth are needed to ensure duplicate records are not created.)

How do I get my schedule data entered into BANNER?

- **Path 1:** If you send schedule/course data to the Registrar’s Office and they enter it into BANNER, then create a table like the one below and send it to your Registrar’s Office contact. Note: this information is in addition to what you would normally send. (e.g., days, times, buildings, etc).

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Instructor(s) or Course Director</th>
<th>Percentage of Session (Note: Anyone with more than 0% will get excluded from Eval?)</th>
<th>Course Excluded from Eval?</th>
<th>End Date</th>
<th>Faculty Preferred Email Address</th>
</tr>
</thead>
</table>

- **Path 2:** If you enter your own schedule/course data into BANNER, you will need to ensure that faculty members are linked to courses and the percentage of session column is completed. Also, if the course is to be excluded, make sure that the code of XCLC is entered into the Degree Program Attribute section of SSADETL.

- Unless the Registrar’s office is told otherwise, or you program the system differently, course evaluations will go out for all courses/instructors listed in Banner for each course. Since this is the case, it is important to verify which courses in your program are to be evaluated, as well as which instructors in the course are to be evaluated.

Where do I get more detailed info about setting up courses in BANNER to be ready for BLUE?

- See Appendix A of this document.

How do I ensure my courses and faculty are properly coded in Banner prior to the launch of course evaluations?

1. Complete the [OHSU Student Information System Access Request Form](https://isisacademicapplicationsusers.ohsu.edu) which is available on the ISIS Academic Applications Users site under “Access Form.” You will need to request both BANNER and Discover access.
2. Within ODS (Discover) there is a report named **Course Evaluation Data Validation**. This report has been created to help you validate the courses and faculty to be evaluated within your department. There are 5 tabs along the bottom that reflect the coding of all of your courses. All of your courses should be in one of the five tabs.
3. The **Course Evaluation Data Validation** report should be run within two weeks of the beginning of the term and then again within two weeks of the end of each course with all changes completed within 10 days of the end of the course. The **key fields to validate** include: Faculty
included/excluded for evaluation via percent of session, end date, faculty emails addresses present.

How are Course and Teaching Effectiveness results reports distributed?

Individuals with appropriate permissions, based on the Supervisor Table that is validated each term, receive an email with a link to their course evaluations within a few days of the closing of the system. Once they click on the link in the email, they will be prompted to log into Sakai. Once in Sakai, individuals should look for the Course Evaluation Report Icon and follow that to the reporting system.

What about faculty who thought they were evaluated and weren’t?

Faculty will only see teaching effectiveness evaluations if the “percent of session” was at least 1%. Courses can be evaluated without a Teaching Effectiveness scale being launched. This is why it is critical to understand which faculty should or should not be evaluated.

What is the “Supervisor Table”?

BLUE automatically distributes aggregate results to individuals (e.g., program directors, program administrators, curriculum chairs) based on a “Supervisor Table” for each course. This table needs verified and kept up to date each term to ensure appropriate access to summary reports.

Who do you call for help?

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>General questions</td>
<td>OHSU Course Evaluation Team</td>
<td><a href="mailto:courseeval@ohsu.edu">courseeval@ohsu.edu</a></td>
</tr>
<tr>
<td>Creating faculty records in BANNER or linking individuals to courses</td>
<td>OHSU Office of the Registrar liaison</td>
<td><a href="mailto:regohsu@ohsu.edu">regohsu@ohsu.edu</a></td>
</tr>
<tr>
<td>Using Sakai to conduct guest lecturer assessments?</td>
<td>Sakai Help Desk</td>
<td><a href="mailto:sakai@ohsu.edu">sakai@ohsu.edu</a></td>
</tr>
<tr>
<td>Accessing and understanding the “Course Evaluation Data Validation” report in ODS.</td>
<td>ISIS Team</td>
<td>Service ticket or <a href="mailto:isishelp@ohsu.edu">isishelp@ohsu.edu</a></td>
</tr>
</tbody>
</table>
Appendix A: Course Set-Up for BLUE Evaluation Tool:

There are two areas in Banner that need to be reviewed in setting up courses for transmitting data in to the Blue evaluation tool. One is the course catalog database, SCACRSE and the other is the form where we set up the CRN (course reference number) in SSASECT.

1) **SCACRSE** is the basic course information form where the subject code, number, course description, level, grade mode and credits are defined in Banner. If a course is to always be excluded, i.e., dissertation, research, etc., then we set that up in SCADETL with an attribute code of XCLC. (SIDE NOTE: If the course has already been set up in SSASECT, then the XCLC has to also be added to SSADETL).
2) **SSASECT** is where the schedule for each term is created. This is the form that creates the CRN and days, times, building/room assignment and faculty are entered. If a course was previously designated as a course that should not be evaluated then the XCLC code is already in SSADETL and does not need to be re-entered.
When you send the course schedule each term to the Administrative Coordinator in the Registrar’s office, you will need to identify whether the instructor and/or course should be evaluated.

If the intent is to have the instructor evaluated, then any percentage, higher than 0% will get a teaching evaluation. If an instructor is to not be evaluated then the ‘Percent Session’ column will be at 0%.

The schedule from Academic Year 13-14 was rolled to AY 14-15. Therefore, if a course was excluded or included 13-14 then it will be excluded or included in 14-15.

The Blue course audit report should be reviewed at the start of each term to verify that the course and instructor/s are correctly listed.

**Reminders:**

- All courses must have at least one individual faculty member linked to the course even if you have a serial lecturer course and are not planning to have teaching evaluations launch for faculty.
- Individual teaching effectiveness (TE) evaluations will be included in the evaluation instrument whenever a faculty member is linked to a course within the BANNER Schedule table (BANNER Screen name is SSASECT) with greater than 0% “Percent of Session field on SSASECT, Times and Instructor Tab, Instructor section.”
- If a faculty member should be linked to a course for other purposes such as posting grades, Sakai access, course directorship, etc., but should not get a TE, then link the individual to course but indicate Percent of Session to be 0%. NOTE: This field is only being used to trigger BLUE to launch out an evaluation or not. The amount of effort recorded in this field does not reflect actual workload in that course unless your department already uses that field as such.
• Departments should keep schedule/faculty assignment changes up to date throughout the term and complete an audit and correct any identified issues in their schedule at least 14 days prior to the launching of the evaluations. This is to address any faculty assignment changes that may have occurred throughout the term and will impact the course evaluation process. There is a canned report in Discoverer called “Course Evaluation Data Validation”.