Frequently Asked Questions for Student Evaluation of Teaching (SET) Surveys

<https://cafe.mst.edu/teaching/courseevaluations/endofcourseevaluations/>

Where can I access my end of course evaluations?

<https://itweb.mst.edu/auth-cgi-bin/cgiwrap/instevals/evals/displayResults.pl>

When can I access my end of course evaluations?

The day after grades are posted.

When are course evaluations available for students to fill out?

Two weeks before the last day of classes.

How can department chairs access their faculty’s end of course evaluations?

Department chairs should already have access to the Instructor Evaluation web application. If you don’t, then submit a Help Desk ticket at <http://help.mst.edu> and ask that it be assigned to the project management team in IT.

What information is available to department chairs?

Only the numerical scores; not the student comments, unless the individual faculty member makes them available.

What are the standard questions on the course evaluation?

The first 5 questions are rated on a 5-point agree-disagree scale

1. This instructor was an effective teacher.
2. I would tell other students that the instructor was effective in communicating the content of the course.
3. I would tell other students that the instructor described and consistently followed course and grading policies.
4. I would tell other students that the instructor was prepared for class.
5. I would recommend this instructor to other students.

The newer questions have the instruction to "Please rate your instructor on the frequency that they have exhibited these qualities and behaviors," and response options "never," "rarely", "sometimes", "often", and "consistently":

1. Knowledgeable About Subject Matter (for example, appropriately answers students’ questions; provides value beyond required texts)
2. Establishes Learning Objectives (for example, prepares/follows the syllabus; has clear learning objectives)
3. Uses Relevant Assessments (for example, assignments/tests target key learning objectives)
4. Provides Constructive Feedback (for example, provides useful, timely feedback on returned work)
5. Accessible (for example, posts/attends office hours, gives contact information, responds in a reasonable amount of time)
6. Attentive to Student Learning (for example, asks questions to check student understanding; reinforce information when necessary)
7. Engaging and Interesting (for example, uses relevant examples; supports and enhances lectures with educational tools and/or technology)
8. Receptive to feedback (for example, requests course feedback from students; responds to student suggestions)
9. Respectful (for example, is considerate and polite, encourages students, promotes an inclusive environment)

Finally, there are the following open response questions:

1. With regards to teaching, what are the strengths of the instructor?
2. What suggestions do you have for improving the quality of instruction?

How can I add different questions to the course evaluations?

For a course offered on campus, go through this link to update your questions: <https://itweb.mst.edu/authcgi-bin/cgiwrap/instevals/evals/administration.pl>, then click **Edit Course Questions**. Instructors can add up to three course questions through the Instructor Evaluation Application.

What if students in my course are not receiving a link to the course evaluations?

Email notifications are sent out to students and include this link to the evaluations: <https://teacheval.mst.edu>. For a mobile friendly version of the same website, visit

<https://teachevalm.mst.edu>.

What if a student is not seeing a specific course for evaluation?

Not all courses are evaluated. For example, a course with only one student will not be evaluated. Also, a student might not be properly enrolled in the class. Ask the student if they have dropped, withdrawn from or “wait listed” the class or if they have attended under “hearer status” for the class, if they have, then they are not eligible to do an evaluation.

The student can also validate in Joe’SS that they are enrolled in the class. If not enrolled, they need to contact the Registrar’s Office.

What should I do if I’m not listed as the instructor for a course that I teach?

Instructors are advised three times during the semester to validate their course listings. If you’re still not listed as teaching a course or listed on a course that you’re not teaching, then contact your department chair or department liaison, and they will contact the Registrar’s Office for the update. The evaluation system automatically pulls data from the Registrar. Changes are strongly discouraged after the start of the evaluation period and require CET approval.

Who is my department liaison?

Click on the link below for a list of current committee members: <https://provost.mst.edu/media/administrative/provost/documents/committees/standingcommittees/committeepdfs/FS%202020-2021%20EFF%20Teaching.pdf>

Are summer courses evaluated?

Summer courses are not automatically evaluated. Instructors must initiate this process by requesting it from the CET chair at least three weeks prior to the evaluation period.

How can I contact the Committee for Effective Teaching (CET)?

The CET is a standing committee of the Faculty Senate, and the membership is listed on the provost’s website: <https://provost.mst.edu/committees/standingcommittee/>.

How can I increase participation in my end of course evaluations?

There are several strategies available. CET recommends allowing students a few minutes of class time to complete the online evaluation using a mobile device. Another proven method is to do mid-semester feedback with staff instructional designers to let students know you are serious about receiving their feedback. For more information about mid-semester feedback, contact the Center for Advancing Faculty Excellence (CAFE) at [cafe@mst.edu](mailto:cafe@mst.edu). In addition, Master Miner Mentors are available to meet with you to brainstorm ways to increase response rates: <https://cafe.mst.edu/facultydevelopment/mentoring/minermastermentors/>

Who do I contact if my data averages are wrong?

Submit a Help Desk ticket (<https://help.mst.edu>). In the ticket, ask that the ticket be sent to the IT project management team.

Who do I contact if I am not getting email updates for a course?

Submit a Help Desk ticket to project management (<https://help.mst.edu>).

Can SET surveys be completed on a mobile device?

Yes. <https://teachevalm.mst.edu>.