

June 3, 2009

MEMORANDUM

TO: CAHNRS Chairs

FROM: Kim Kidwell, Associate Dean
Sean McIlraith
Tatum Weed
Anna Whitehall

SUBJECT: New Access System for Course Evaluation Results

We have been working towards streamlining the course evaluation process and are pleased to inform you that evaluation results are now available through SharePoint. Results will no longer be distributed to you in electronic files burned to CDs. The 2009 course evaluation results are already accessible for review (see access guidelines below). You will notice results from fall 2008 also are posted to the SharePoint site under a separate folder. In the future, evaluation results for each semester will be posted in separate folders like this.

We recently met with program coordinators to discuss the course selection process for evaluations, and they are aware of the new results access process. In order to maintain confidentiality, only personnel from the Dean's and Academic Programs offices and chairs currently have access to departmental folders. If you would like to provide one other individual within your department (i.e. assistant chair, academic program coordinator, etc.) with access to your departmental evaluation results, please email Tatum Weed (tatumweed@wsu.edu) with the contact information of the selected individual. Instructors can access quick reports of their evaluation results via Skylight Dashboard the day after grades are submitted. If faculty would like to review the fully detailed long report, we request that you or your departmental representative send it to them. Only long reports are posted in SharePoint.

To access your department's course evaluation results:

- Please visit the *new* CAHNRS Administrators' SharePoint site at <https://sharepoint.cahnrs.wsu.edu/cahnrs-admin/default.aspx>.
- Click on the 'Evaluations' tab at the top
- Select your department from the left
- Open the 'Spring 2009' folder
- A list of all the evaluated course result files will appear
- Open each individual document to review and distribute as you see fit

Please contact Tatum Weed or Sean McIlraith (smcilraith@wsu.edu) with questions or concerns.