

# Potential Changes to Teaching Evaluation Form

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According to the Collective Agreement, any changes to the teaching evaluation form need to be ratified by the Part-Time Bargaining Unit:

19.2.4 The Parties agree that courses taught by Members and by full-time faculty shall be evaluated by the same teaching evaluation form(s). Should the Parties agree to modifications in the teaching evaluation forms under Article 31 of the full-time collective agreement, the Association agrees to take those modifications to the Members of the part-time contract academic staff and part-time professional librarians Bargaining Unit for ratification as revisions to this Article 19 of this Collective Agreement.

The Joint Liaison Committee has agreed to change the teaching evaluation form for full-time faculty, so a CAS ratification vote needs to be held.

WLUFA recognizes the importance of the teaching evaluation form for Contract Faculty, and wants to be sure everyone has the information they need to make an informed decision. This memo summarizes why and how changes to the evaluation form originated and gives an overview of what the changes consist of. Information sessions will be held at the Waterloo and Brantford Campuses so you have a chance to ask questions in person: Waterloo, November 18<sup>th</sup> at 11:30 and Brantford, November 19<sup>th</sup> at 11:30.

If you can't attend one of these sessions, please don't hesitate to contact Sheila McKee-Protopapas for questions or more information.

Voting will be done in person from November 18<sup>th</sup> to November 26<sup>th</sup> at noon. To ratify, more than 50% of the votes cast must be in favour of the changes.

## Background

Under the Full-Time Collective Agreement starting 2011, a Bilateral Committee with representatives from both WLUFA Bargaining Units and the University was struck to consider possible changes to the teaching evaluation questionnaire. After lengthy discussions, the Bilateral Committee recommended a revised evaluation form.

The Senate Committee on University Teaching held focus groups with students and recommended some slightly revised wording for the questions. This was piloted during the 2014/15 academic year by a number of faculty, both CF and full-time. In the summer of 2015, the Joint Liaison Committee agreed on the revised wording for the evaluation form for full-time faculty, and in fall 2015 agreed to administer the evaluation form online with a number of restrictions.

## Evaluation Form: Changes To Be Voted On

A copy of the both the existing evaluation form and the proposed revisions are attached.

The current teaching evaluation form consists of several questions about the instructor. The answers are seen in aggregate by the instructor and by the Chair/Program Coordinator and the Dean, and the results are placed in the instructor's Official File.

The revised teaching evaluation form has been expanded into a number of sections. Questions from the existing form have been reworded and comprise section B of the revised form. New sections have been added for information on student demographics and program outcomes, for additional questions the instructor wants to ask for his/her own teaching improvement purposes, and to gather comments from students.

Section A is meant to gather information about the students completing the evaluation, and will be seen in aggregate (for the course) by the instructor and by the Chair/Program Coordinator and the Dean. The results will not go into the instructor's Official File.

Section B is equivalent to the existing evaluation form, with revised questions. Answers will be seen in aggregate (for the course) by the instructor, and by the Chair/Program Coordinator and the Dean. As currently happens, results for these questions will be sent to the instructor's Official File.

Section F is new and asks the student for comments on the instructor or course. This section will be seen only by the instructor, not the Chair/Program Coordinator or Dean, and will not go into the Official File.

Sections C and E are optional and department/program specific. The department or program can decide to use or select questions from these sections to help with data for program reviews. Answers to these questions will be seen in aggregate (for the course) by the instructor and by the Chair/Program Coordinator and the Dean, and will not go into the Official File.

Section D is optional and consists of questions that can be selected by the instructor to inform personal teaching practices. Answers to these questions will be seen only by the instructor, and will not go into the Official File.

## **Online Delivery**

Recent discussions have taken place around moving from print to online administration of course evaluations. These changes in delivery are separate from the potential changes to the form, and could be used either with the existing or revised evaluation forms. The changes are presented here for your information but are not subject to ratification.

Teaching evaluations have been administered online in Online Learning courses for some time. The University wants to expand this to include in-person courses, and a pilot of online evaluations for in-person courses was done in the 2014-15 year. The Joint Liaison Committee has recently agreed to online administration of teaching evaluation forms in all courses, as long as in-class time continues to be allocated to fill them out and they are only available for a 24 hour window.

As a result, future course evaluations will be assigned a 24 hour online window before the beginning of term so instructors can plan around it in their syllabus. Evaluations will be done in-class with a window available (midnight to midnight on the given day) for students who do not have electronic devices in class. An expanded pilot will be done in Winter 2016 to identify and correct any technical issues, and full implementation is expected by Fall 2016.