Checklists

Checklists will guide the work of the FEC, the instructor to be evaluated (called “evaluatee” from this point forward), and the Instructional Technologist, as follows:

**FEC Checklist**

- The FEC chair (or designee) shall contact evaluatee and go over the following:
  - Give evaluatee the name(s) of the evaluator(s) who will visit the LMS shell(s).
  - Determine the “access window” (beginning and ending dates for shell access by evaluator – preferably Monday through Sunday of a mutually-agreed-upon week).
  - Give evaluatee the “Evaluatee Checklist,” review it with them and ask them to follow all steps therein.

- At least one work day before the beginning of the access window, send an email to the Instructional Technologist with the following:
  - Name of instructor to be evaluated.
  - Full section name(s)/number(s) to be evaluated (example: “GEOL-10-V7430”)
  - Contact information (name plus email or physical address) of person who shall receive the survey results (usually the FEC chair or support staff or designee).
  - The “access window” (beginning and ending dates for student access to the online F-3)

- Instruct the evaluator to make NO content changes in evaluatee’s course shell(s); only observe.

**Instructional Technologist Checklist**

Using information provided by the FEC:

- For each section to be evaluated, create a unique web collector using the SurveyMonkey F-3 evaluation survey; customize the collector so its name and URL reflect the section number to be evaluated; program the start-and-end date corresponding to the “access window.”

- Generate an email list for students in each section.

- On “day one” of the evaluation, log into email account “CR-online@redwoods.edu” and send an email, with subject line “Link to evaluation of [insert instructor’s name here]”, to all students in a given section using this verbiage:
  
  Hello,

  You should have received an ‘Announcement’ in your online course about your instructor’s evaluation. Per that announcement, here is the direct link [insert collector URL here] to the student evaluation of your instructor. In advance, thank you for following the link above and providing your evaluation.

  Best wishes,
  CR’s evaluation team for [insert instructor name here]

- If any students reply with questions about the survey, reply immediately.

- On the day after the evaluation closed, send survey results (as a PDF) to the contact person whom the FEC designated to receive this information.
**Evaluatee Checklist**

You have received this checklist from a member of your FEC. You and that person have already agreed upon the “access window” (beginning and ending dates for shell access by evaluator – preferably Monday through Sunday of a mutually-agreed-upon week). Now please follow these steps:

- **If your class shell(s) to be evaluated are deployed in MyCR/Sakai, then**
  - At least one work day before “day one” of the access window, submit a ticket to IT ([http://ticket.redwoods.edu](http://ticket.redwoods.edu)) requesting the MyCR administrator to add the evaluator to the relevant MyCR section(s) as an instructor. Please specify in your ticket the day when this should be done (“day one” of the access window);
  - After the end of the “access window,” submit another ticket to IT requesting removal of the evaluator from the MyCR section(s).

- **If your class shell(s) to be evaluated are deployed in Canvas, then**
  - On day one of the “access window,” add the evaluator into the relevant Canvas section(s) as an instructor.
  - After the end of the “access window,” remove the evaluator from the relevant Canvas section(s).

- Early in the morning of “day one” of the access window, post the following ‘Announcement’:

  Hello,

  All CR instructors are routinely evaluated for teaching effectiveness, and I am being evaluated this semester. Your input is a critical part of my evaluation. Later today a member of the evaluation team will send an email to your CR email address containing a direct link to the evaluation; the email will come from the email account named “CR-online@redwoods.edu” with subject line “Link to evaluation of [insert your name here]”. Your responses will be anonymous to the evaluators and to me (but do NOT type your name into the evaluation). I will receive a summary report of your responses, which I will use to help improve my teaching and this course.

  I/we highly value your feedback, and thank you in advance for participating.

  Thank you,
  [insert your name here]

- Early in the morning of “day five” of the access window, post the following ‘Announcement’:

  Hello,

  As a reminder, you’ve received an email (from “CR-online@redwoods.edu”) with a direct link to my evaluation. If you haven’t yet done so, please open that email, click on the link and take a few minutes to provide your evaluation of my teaching and of this course.

  Thank you,
  [insert your name here]
Notes

• **Separate training document for FEC**
A separate document, file name “Evaluating DE Classes.pdf”, shall be provided to everyone on an FEC who will actively evaluate online section(s). **We seek your input on this document as well.**

• **Access to student names and grades.**
Schedule F-2DE requires the evaluator to assess whether or not the instructor is grading assignments and other required work in a timely fashion (ref.: “Category 7” in F-2DE form: “The instructor provides timely feedback to the students’ work. The Gradebook or equivalent should be updated regularly.”). We cannot see how this can be done without examining the grading history; yet neither Canvas nor Sakai provide a means of determining grading history without access to the full gradebook. But in doing so, the students’ names and their grades are visible to the evaluator. **Question: Is this a violation of FERPA?**

  **Our interpretation:** We realize that it is past practice at CR for evaluators to see student evaluation data and narratives (which are confidential), and the entire evaluation process is one protected by requirements of confidentiality. We conclude that the evaluator is held to the same confidentiality requirements within FERPA no differently than the instructor being evaluated (or, for that matter, the LMS administrator, the VPI, etc.) and thus we conclude that the evaluator’s access to the gradebook does not violate FERPA.