Fall 2020 SET Process Complete

Dear Chairs and Course Evaluation Coordinators,

Fall 2020 Reports were released today which brings the Fall 2020 SET process to a close. I just wanted to highlight a few things that changed this term and include a few reminders based on questions I’ve been getting from various departments and instructors.

**Changes for Fall 2020 Reporting:**
To improve the overall process and report generation in the system, we made a change to how the questions are structured in Blue, which necessitated a slight change in reporting. This change did not make any visible change for students completing the evaluations, and resulted in only minor changes to individual instructor reports.

- Department Summary reports include only the standard College questions.
- Departments that have their own instrument(s) will receive separate summary reports per instrument.
- FYS specific questions are not provided on department summary reports. An FYS program summary is provided to the Dean of First Year Curricula for review of the program as a whole.
- Departments who request a subject code breakdown of their department summaries will see this on their Department and Instrument summary reports.

**College Standard Questions for Spring-Fall 2020:**
The College has been operating with a modified instrument beginning with Spring 2020. This included 11 questions for all courses in Spring 2020 and 9 questions for all courses in Summer and Fall of 2020. I anticipate that the shorted 9 question instrument is likely to continue to be used in Spring 2021 but will try to communicate to this listserv about that once I have final guidance from College leadership. For department that also have their own instruments, this has had no effect on your instruments, which have continued to be used in addition to the College standard questions.

**Reminders about Spring 2020 Reporting:**
The College posted the following on their COVID-19 FAQ for Instructors on April 15, 2020:

> “We are not requiring instructors in the College of Arts & Sciences to provide their student evaluations of teaching (SETs) for any tenure, promotion and/or merit considerations or any faculty evaluation procedures. You will still receive your SET report(s), but the report will be for your information only. It will be at your discretion if you choose to present results from spring 2020 in any future evaluation process and/or discuss your experiences in transitioning to remote learning during this semester.

> All students will complete a student evaluation for each course as usual. The SET will be shortened from the regular form. You will still have the option to add up to 10 items of your own for your diagnostic purposes."
In addition, all SET reports from spring 2020 will clearly state that the results are for the instructor only and are only to be used for promotion and merit considerations if the instructor provides permission.

To support this decision, department chairs and other report viewers were not granted direct access to Spring 2020 SET reports and no summary reports were created. My office is not authorized to share any Spring 2020 reports unless the instructor has authorized us to do so. If there is a need for a Spring 2020 report, we encourage you to reach out to instructors directly.

As always, I can be reached by email if you have any questions about SET, changes, or reporting. I hope you all have a relaxing winter holiday.

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