

Instructions for MOCES Pre-Evaluation Class and Instructor Audit Spring 2011

These instructions describe how department chairs may review and make changes to the classes and instructors that will be evaluated in spring 2011. For your academic unit, you will review two reports.

It is extremely important that all academic units review these audit reports carefully. Once the evaluation system is open to students, it is not possible to make modifications to the classes or instructors being evaluated.

All academic units must submit a change request form, regardless of whether changes are necessary, by **Thursday, February 24th, 2011**. All information regarding this audit, including these instructions, can be accessed online at:

<http://www.marquette.edu/oira/cevaldocuments/lists.shtml>

If you have no changes to submit after viewing the two reports, please send an email to courseval@mu.edu letting us know that the audit reports are clean.

Report 1: Classes and Instructors to Be Evaluated

To prepare for course evaluations, the Office of Institutional Research (OIRA) has created a list of classes and instructors to be evaluated organized by college and department. The Office of the Provost announced in fall 2008 that all classes will be evaluated using the new MOCES system with the following EXCLUSIONS:

- Lab, discussion, and quiz sections (section numbers 2000 – 4999)
- Dissertation and thesis hours
- Independent study hours
- Internships
- Co-ops
- Practica
- Study abroad place-holder classes
- Classes in the Schools of Dentistry and Law
- Classes with an enrollment of 1

OIRA removed the exclusions from the list of classes to be evaluated. We need department chairs to review the list to verify that the above exclusions have been accurately removed and that we haven't inadvertently removed any classes that need to be evaluated.

All PRIMARY instructors identified in the CheckMarq/PeopleSoft system will be evaluated with the class. A class may have several primary instructors, all of whom will

be evaluated. Department chairs need to verify that the correct instructor is associated with a given class. In team-teaching situations, please make sure that the instructors who are primarily teaching the class are PRIMARY instructors and are not listed as secondary instructors in CheckMarq/PeopleSoft.

The CheckMarq schedule builder for your academic unit will need to make the necessary changes to the class's instructors in CheckMarq prior to **Thursday, February 24th, 2011**.

How to Verify Classes and Instructors and Submit Changes

1. Go to: <http://www.marquette.edu/oira/cevaldocuments/lists.shtml>
2. Find your academic unit in the table
3. Click on the book icon in "List of Classes & Instructors to Be Evaluated" column.
4. Review classes AND instructors for accuracy.
5. If any classes need to be added or removed, please email courseval@mu.edu. You MUST submit a justification for each change. Additions or removals without justifications will not be processed. Any changes without sufficient justification will be reviewed by your associate or assistant dean before processing.
6. If any primary instructors need to be added or removed, please talk to your academic unit's CheckMarq schedule builder. This person will be able to make changes to the instructors listed for the class. Please note that only PRIMARY instructors are evaluated. This is not an opportunity to remove instructors who do not wish to be evaluated.

Report 2: Home Department of Instructors

Similar to each class to be evaluated, each instructor is also organized into his/her home college and department. The primary reason for assigning an instructor to a home department is the coordination of results access.

Department chairs and deans will have access to the results of each CLASS and the results for each INSTRUCTOR in his/her academic unit. In most classes, the instructor who is teaching the class sits in the department that offers the class. However, in some situations, an instructor from outside the department will teach a class. If the home department of the instructor is assigned properly, then the chairs of both departments will have access to the necessary results.

OIRA has placed each instructor who is being evaluated in spring 2011 into a home department. Department chairs need to review the list for accuracy.

How to Verify Home Department of Instructors and Submit Changes

1. Go to: <http://www.marquette.edu/oira/cevaldocuments/lists.shtml>
2. Find your academic unit in the table.
3. Click on the graduate icon in the “Home Department of Instructors” column.
4. Review instructors for accuracy.
5. If any instructors need to be added or removed, please email courseval@mu.edu.

Questions, Concerns and Additional Information

If you have any questions or concerns, please contact Laura MacBride at 288 – 6931, or send an email to courseval@mu.edu.

Additional information is available on the MOCES course evaluation website at:

www.marquette.edu/oira/ceval