User's Guide for the Evaluation of Teaching Scan Forms

Extension

Complete Work Order Form & Mail to:
Milne Computer Center, Room 206
Oregon State University
Corvallis, OR 97331

Introduction

As part of the effort to encourage participation in, and increase the efficiency of, the Oregon State University Citizen Evaluation of Teaching (CET) process, the OSU Information Systems Administrative Computing (ISAC) has created this document.

Some of the benefits of the CET process include: valued feedback from citizens who attend OSU Extension events, generating a source of additional points of measurement on which an instructor could improve teaching methods, creating additional sources of information about faculty members for the departments and colleges of the university, and providing timely credible information for analysis of performance.

Form Scanning, Data Assimilation, and Report Generation

The data used to initiate the CET process for each teaching event consists of three parts: the first part is completing a work order, the second (the "magenta form" or Instructor Header Sheet) identifies the event and instructor, and the third part consists of one, or more, completed purple Citizen Evaluation of Teaching forms submitted by individual faculty to the Milne Computer Center. The appropriately matched sets of completed forms are transmitted to OSU Information Services Operations (ISOps) for processing.

Using a pair of NCS OpScan7** form scanners, the processing of the forms creates a machine-readable, fixed-format plain text file. The data in this file are inserted into a database table. Then an analysis program accesses the table to transform the data into useful information (percentages, frequencies, and, as appropriate, medians), which is summarized for each event or aggregated for each faculty, department, program, or college summaries.

The forms are processed on a first-come, first-serve basis as time permits. The data are available for analysis processing, report generation, and historical reference for the individual. Data will be kept for two calendar years.

How to Fill In the Scan Form

1. **Use only a standard <u>Number 2 pencil</u>. Do not use ink pens, ballpoint pens, felt tip pens, highlighters, etc. These do not register with the scanner, resulting in uncounted responses.**
2. **Fill in each response bubble totally making heavy, black marks, or the response may not be counted.**
3. **Erase thoroughly. A partial erasure might be readable as a response, and cause rejection due to a multiple response.**

4. **Fill in one, and only one, response bubble per topic. Multiple responses will not be counted.**
5. **Avoid stray marks on the scan form. These marks may invalidate the whole form, and no responses will be counted.**

Instructor Header Sheets

Instructor Header sheets have been modified for use in Extension until new forms are printed. At that time, a header sheet for Extension will be created based on feedback and improvement of this form.

All fields on the Instructor Header Sheet must be filled in for reports to be produced correctly, beginning from the left column. You may leave some blank columns at the right of a field.

If not satisfied with the report, you may submit a new work order, indicating a different instructor, county, college or program, department, or year. This change will select different data from the database for reporting.

The fields on the Instructor Header Sheets are:

1. Field 1 has been split into three required fields. First, the instructor's name must be identified. Second, two fields consisting of four digits identifies county (Table 1) and College or Program (Table 2).
2. Field 2 has been cancelled.
3. Field 3 represents Departmental Code (Table 2).
4. Field 4 identifies an Extension event. For example, the first, second, and third events taught in a given year would be 1, 2, and 3.
5. Field 5 identifies the calendar year. For example, 03 indicates that the course was taught in 2003. **Without this field, the program will abort, no data can be stored in the database and no reports can be generated.**
6. Field 6 is cancelled.

Two copies of CET reports will be sent to instructors or offices where the forms originated. The people receiving these reports should send the extra copy to their immediate supervisor, as indicated in Table 2. The Faculty Senate approved summary reports being interpreted within the discipline and distributed to immediate supervisors only.

Please consult the Citizen Evaluation of Teaching (CET) Guidelines for Extension to interpret questions 1&2 and data for questions 3-12 intended to improve teaching before reporting in P&T, awards, merit, or Prof. Reviews in Extension.

Citizen Evaluation of Teaching Survey Form

Even though there are no required fields on this form, all responses are important for the analysis of the evaluation. Please ask respondents to provide their sincere response to each topic. Examples of instructions are described in CET Guidelines.

Processing the Completed Scan Forms

Review for Correctness and Completeness — The Instructor Header Sheet (IHS, also called the magenta form) needs careful review. Errors or omissions on this form will result in either no analysis report being created or the creation of an analysis report under an erroneous instructor name, county, college or program, department code, or year. Also, summary data for individual instructors or programs can only be generated if data are entered exactly the same except for the variable such as event or year. Otherwise, incorrect data will be reported. Results may be unpredictable, depending upon data already entered in the database.

Submit to Information Services Operations (ISOps) — Once the IHS scan forms have been reviewed, it and the associated CET forms are delivered to ISOps (Room 206, Milne Computing Center). A work order (the light purple form can be copied or ordered from Milne) is completed to initiate the scanning operations and report generation.

Since the scan forms are processed sequentially, it is important that the Instructor Header Sheet is placed before the stack of CET scan forms for the each event. Otherwise, ratings for one event will be combined with the ratings for another event, and there may be no ratings for events lacking header sheets or header sheets lacking CET scan forms.

Reports and Returned Materials — Upon completion of the ISOps operations, the completed CET reports are sent to the originating party.

If the scanner rejects the scan forms, the forms will be returned to the originator. The forms will need to be corrected and resubmitted.

Summary Reports — There will be an option available whereby the report requested may be labeled **"Summary Report,"** and it will include the analysis of all data currently on file for the year for that person. The Summary Report can be requested by filling in the instructor name on the work order exactly as it was filled in on the IHS, including any blank spaces. Send the request to Milne Computer Center.

Table 1. County Designators for Completing CET Header Forms

Baker	BAKE
Benton	BENT
Clackamas	CLAC
Clatsop	CLAT
Columbia	COLU
Coos	COOS
Crook	CROO
Curry	CURR
Deschutes	DESC
Douglas	DOUG
Gilliam	GILL
Grant	GRAN
Harney	HARN
Hood River	HOOD
Jackson	JACK
Jefferson	JEFF
Josephine	JOSE
Klamath	KLAM
Lake	LAKE
Lane	LANE
Lincoln	LINC
Linn	LINN
Malheur	MALH
Marion	MARI
Morrow	MORR
Multnomah	MULT
NWREC	NWRE
Polk	POLK
Sherman	SHER
Tillamook	TILL
Umatilla	UMAT
Hermiston	HERM
Milton-Freewater	MILT
Union	UNIO
Wallowa	WALL
Warm Springs	WARM
Wasco	WASC
Washington	WASH
Wheeler	WHEE
Yamhill	YAMH

Table 2. CET Guidelines for Completing Instructor Header Forms with College/Program Designators and sending summary reports to immediate supervisors.

County faculty should send summaries to Staff Chairs and either Program Leader or Dept. Head; Specialists should send summaries to Dept. Head or Program Leader (PL) as described below.

COLLEGE	DEPT/ Prog. Leader		Staff Chair (county fac.)
Extension Admin. (EXAD)	CADM		Staff chair teaching
	EESC	Dept	NA
College Ag Sciences (CAS)	EXAD	NA	NA
Ag Resource Econ.	AREC	Dept	yes
Animal Science	ANSC	Dept	yes
Bioresource Engineering	BIOE	Dept	yes
Botany & Pl. Path.	BPP	Dept	yes
Crop & Soil Science	CSS	Dept	yes
Int Plant Prot Center	IPPC	Dept	yes
Fish & Wildlife	FW	Dept	yes
Food Sci & Tech	FST	Dept	yes
Horticulture	HORT	Dept	yes
Range Resources	RR	Dept	yes
Veterinary Med.	VM	Dept	NA
College Forestry (COF)	EXAD	NA	NA
Forest Engineering	FE	Dept/PL	yes
Wood Sci & Engineering	WSE	Dept/PL	yes
Forest Resources	FR	Dept/PL	yes
Forest Science	FS	Dept/PL	yes
College of Health & Human Sciences (CHHS)	EXAD	NA	NA
Family & Comm. Develop.	FCD	Dept/PL	yes
College of Education (COED)	EXAD	NA	NA
4-H & Youth Develop.	FHYD	Dept/PL	yes
Sea Grant (SEAG)	EXAD	NA	NA
Sea Grant [1]	SEAG	Dept/PL	yes

[1] Repeat SEAG for both college and department designator on Header Sheet, unless you are evaluating teaching as an administrator.