User's Guide
For the
Assessment of
Teaching
Scan Forms

Introduction

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

Some of the benefits of the SET process include: valued feedback from OSU students, generating a source of additional points of measurement on which an instructor could base improvement of 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.

Because the SET form is one of the last pieces of paper a student sees for each class, it is imperative that the students be made aware that OSU is concerned with their input. The SET process can only remain a critical and valued part of the accreditation program, however, if a high degree of accuracy is maintained.

Form Scanning, Data Assimilation, and Report Generation

The data used to initiate the SET process for each class consists of three parts: the first part is complete work order, the second (the "magenta form" or Instructor Header Sheet) identifies the class and instructor, and the third part consists of one, or more, completed green Student Assessment of Teaching response forms submitted by departments or colleges 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 is 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 presented in either a class-by-class report and a summary report, or in a departmental or college level summary.

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 The data are available for analysis processing, report generation, and historical reference for departments and colleges. Data will be kept for a minimum of five terms (similar to registration records in Banner).

How to Fill In the Scan Form

1. **Use only a standard Number 2 pencil. 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

The OSU Student Assessment of Teaching Survey Instructor Header Sheet (IHS), "the magenta form" — all fields are valuable and critical parts of the evaluation process. The fields on the IHS are:

1. Field 1 – Required - Instructor's Name. The name should be entered in last, first, middle initial sequence.
2. Field 2 – Optional – Sex.
3. Field 3 – Required - Subject Code. This field is mislabeled on the IHS. This is the subject, not the department, of the course being evaluated.
4. Field 4 – Required - Course Number.
5. Field 5 – Required - Section Number.
6. Field 6 – Required - Course Type. Lecture, recitation, or lab.

Student Evaluation of Teaching 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 SET 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, subject code, course number, or section number.

Submit to Information Services Operations (ISOps) — Once the IHS scan forms have been reviewed, it and the associated SET forms are delivered to ISOps (Room 206, Milne Computing Center). A work order (the yellow form) 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 SET scan forms for the each class.   Otherwise, ratings for one class will be combined with the ratings for another class, and there may be no ratings for classes lacking header sheets or header sheets lacking SET scan forms.

Reports and Returned Materials — Upon completion of the ISOps operations, the completed SET 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 **"Departmental Summary"** or **"College Summary"**.   The report will include the analysis of all data currently on file for the term for that department or college. Summary reports can be requested by submitting a work order form. The college summary report includes summary reports for each department. Each set of summary reports includes an overall summary, summary by grade level (100, 200, etc. level courses), and summary by class size (<= 25 students, > 25 students).