

July 15, 2014

To: Deans and Associate Deans

From: A. Scott Weber   
Senior Vice Provost for Academic Affairs

Re: Implementation Plan for the University-Wide Course Evaluation System

Beginning in fall 2014, the University will implement the single course evaluation platform approved by the Faculty Senate in April 2014. This memo will provide you with a high level overview of the current implementation plans for the new system and where we need your help. Information about the Faculty Senate review and decision on the system is available on the course evaluation web site: <https://ubwp.buffalo.edu/ubce/>.

The Office of Educational Innovation & Assessment (EIA) will oversee the course evaluation system. Tutorials, contact information, and assistance request forms for the new system will be available on the EIA web site. However, in the coming weeks, your help in the following areas is needed to ensure a successful launch and implementation.

- By July 31, 2014, a Course Evaluation Liaison should be identified for your unit and the name forwarded to Carol Van Zile-Tamsen ([cmv3@buffalo.edu](mailto:cmv3@buffalo.edu)), Associate Director of Assessment. This Liaison will assist with customizing the evaluation instrument for your unit, identifying appropriate unit staff to receive access for reporting purposes, and serving as your units' coordinator for communication and training efforts.
- Each unit may develop up to 10 unique questions to add to the 16 mandated university-wide baseline questions established by the Faculty Senate. If you choose to exercise this option, the questions are due to EIA by September 30, 2014. EIA will be happy to assist you with developing additional questions should you wish, however research has found that response rates are best with fewer items. If you feel the 16 mandated questions are adequate for your unit, no further action is needed.
- Finally, it is highly recommended that by September 30, 2014 you schedule a unit-wide demo of the new system, to be provided by EIA, to familiarize chairs, faculty members, and administrative assistants with the system functionality.

Concurrent with the actions above, we are working to develop a communications plan for the purpose of branding the new platform and creating greater student and faculty awareness for all members of the University community. The expected roll-out for this effort will be shortly after the fall 2014 semester starts. Additional communications about this new system will follow as the fall semester gets closer. For any immediate questions, please contact Carol Van Zile-Tamsen ([cmv3@buffalo.edu](mailto:cmv3@buffalo.edu)) or Thom Slomka ([tslomka@buffalo.edu](mailto:tslomka@buffalo.edu)).

cc: Provost Charles Zukoski