To: CPP Faculty

From: Victoria Bhavsar

Subject: Strategies to get high completion rates for student evaluations

Date: Wednesday, Nov 16, 2022

Dear faculty,

You may have seen the email from the Office of Faculty Affairs on Thursday Nov. 10, about student evaluations for our courses. (Here's the full text, for convenience.). Evaluation surveys will open Sunday Nov. 27 through 11:59pm Sunday Dec. 11.

Here are four ideas for getting better response rates. Some CPP faculty who used these strategies in Spring 2022 had response rates of 80+%!

- Give time in class for your students to complete their surveys for your class. (For an asynchronous class, this isn't relevant, but the other tips are). If you teach synchronously (online or face to face), you can set a specific time for the evaluations during your class period; see instructions to do so.
- Tell your students about a change you made in your teaching for them based on past student surveys. Knowing that their opinions will be acted upon is motivating.
- Provide an <u>academically related</u> reward to the entire class, not to individuals. E.g. "If we get X% response, everyone can indicate a question on the exam that they want to get double points for" or something along those lines. You can set the response rate bar high, 85-90%, if you are concerned about some students getting a reward they didn't earn.
- By the way, non-academic rewards (cookies, prize drawing) are *not* useful.

Take care,

Victoria

--

<mark>**Anti-Racist Teaching & Learning Winter Institute is FULL!**</mark>
We are at capacity, but please feel free to register for the wait-list. CAFE's Winter Institute: Anti-Racist Teaching & Learning 2.0, will be held **in person** January 10-12 and 17-18, 2023. Hear speakers including CPP's own Dr. José Aguilar-Hernández, Dr. Michelle DeJohnette, Dr. Cecilia Santiago-González, Dr. Anthony Orlando & Dr. Gerd Welke, and Dr. Sandy Kewanhaptewa-Dixon -- plus very special guest speaker Dr. Luke Wood. In addition, work with each other and on your own. See Winter Institute: Anti-Racist Teaching & Learning 2.0 for all the details.

<mark>**From Friends of CAFE:**</mark>

- **Impact Grants for Service and Community Engaged Learning Courses:** $1000 grants are available for S/CEL-designated courses that respond to critical needs in Pomona and the Greater

Los Angeles area through meaningful engagement. Applications are due November 18, 2022. See CCE's Funding Opportunities page for details.

- **From the Office of the President: The Black Thriving Initiative Launch Symposium: Thursday, Dec. 8, 1 - 5 p.m. in Ursa Minor**. The Black Thriving Initiative Launch Symposium will include speakers and discussion about racial healing and justice, truth telling, cultural humility and how each of us can act as allies and advocates. The first hour will be livestreamed via Zoom. Register online by Thursday, Dec. 1. Learn more on the Black Thriving Initiative website.

Effective, Efficient, and Enjoyable Teaching:

- ***"Champions for Accessibility & Inclusivity" (CHAI) College-Based Workshops:*** Faculty champions from every college offer discipline-specific workshops on making course materials accessible for students with disabilities and on using universal design for learning principles to support all students. Still coming up this fall, join Jason Zhang (Collins College), Jodye Selco (Science), or Brian Ramirez(Engineering).

Research, Scholarship, & Career Support:

- ***"Everybody's Mentor":*** Lisa Kessler, CAFE faculty associate and retired interim Dean of Agriculture, provides individual, confidential consultation and coaching. Email Lisa directly to set up an appointment.
- ***The "CAFE Creates" Writing Group:*** **Fall Semester Wednesdays, 9am-11am.** Contact Amy Dao or Erica Morales for more information and to join.

Technology:

The End of Blackboard: **Cal Poly Pomona's contract with Blackboard ends June 2023. After that time, no one will be able to get data from Blackboard.** Faculty will need to "harvest" any materials and information you want to have access to. Neither CAFE nor IT&IP will be able to provide individual support (i.e. we can't do it for you). See our Transitioning from Blackboard site for more information, tutorials, and sessions.

--

Victoria Bhavsar, Ph.D.

Director, Center for the Advancement of Faculty Excellence

vbhavsar@cpp.edu | www.cpp.edu/cafe | Chat or call me on MS Teams

California State Polytechnic University, Pomona

Get help from CAFE M-F 8am-5pm: canvas@cpp.edu | CAFE's Studio 6 at 909-869-3099