

Student Course Evaluations (SCE)

Faculty New Hires, August 2022


- Students will receive emails to complete course evaluations during the last two weeks of class.
- Students will access the course evaluations via Blackboard and myUMBC home page.
- Evaluations are only offered on-line, no paper forms.
- Instructors who have offered time in class to complete the evaluations have had higher response rates than those who do not.

- Quantitative SCE results will be compiled and published on the IRAD's website. A link to IRAD's website will be available in your faculty SCE email.
- Results of the open-ended Direct Instructor Feedback Forms (DIFF's) will be available only to the instructor teaching the class.
- All quantitative and DIFF reports will be available **after** the Registrar's Office posts all UMBC final grades.
- Faculty are encouraged to download a copy of their DIFF's for their records.
- DIFF's results are only available until the following semester and are permanently deleted. DIFF's are not archived.
- SCE's are used as part of the Promotion and Tenure process.
- A direct link to your response rate is in the email.
- Submit all inquiries through the RT ticket system.
- We will send you an email with a link to view current response rates of your class(s) during the last two weeks of class.

Example - Faculty Email

UMBC's Online Student Course Evaluation is Now Open  [SCE/Summer 22](#) 



UMBC Student Course Evaluations <StudentCourseEvaluations@umbc.edu>
to MF26771 

Mon, Aug 1, 9:00 AM (2 days ago)



Dear Nora,

The Student Course Evaluation (SCE) is now available online from **Monday through Friday this week**. Please refer to the email you received last week from the Office of Summer & Winter Programs for SCE guidelines.

Students have received notification that the survey is open, along with instructions to access the SCE through email, Blackboard, or myUMBC. It is important to remind students that the SCE is anonymous and completely confidential. Please encourage them to respond at any time during the open survey window.

You can easily [monitor your response rate](#) for the course(s) you teach during the survey window. After all summer session final grades are posted you will receive an email with instructions and a link to view the compiled survey results for your course(s).

If you have any questions or comments about the SCE, please submit a [RT Ticket](#).

Thank you,

UMBC's Online Student Course Evaluation Implementation Team

More Resources about SCE's:

[Student Course Evaluations FAQ's](#)

Student Email

- During the last two weeks of class, we will send students an email with instructions and a link to their Student Course Evaluation
- Direct links to Blackboard and myUMBC is in the email
- Submit all inquiries through the RT ticket system.
- A link to more SCE resources is available in the email.

Continuing, Example -Student Email

Summer Session – Your Feedback Needed!

Dear Katrina,

You can still complete an online Student Course Evaluation (SCE) for your summer session course(s). The survey is open until **Friday at midnight**. Your feedback is important, so we hope you'll take a few minutes to complete the survey.

Your responses are anonymous and strictly confidential.

Survey results will not be available to faculty until after all summer session final grades are posted. Compiled responses will be published online on the IRADS [website](#).

[Click here to access the survey for your course\(s\)!](#) You can also use [myBlackboard](#) or myUMBC to access the survey.

Your opinion is valuable, and we hope you'll provide your anonymous feedback today. If you have questions or comments about SCE, please submit a [RT Ticket](#).

Sincerely,
UMBC's Online Student Course Evaluation Implementation Team

More Resources:

[Student Course Evaluations FAQ](#)

Instructor Reports

- Once all UMBC grades have been posted by the Registrar's Office you will receive an email with instructions to access your evaluations reports.

- Results from the SCE are compiled in two ways:
 - Student Course Evaluation Instructor Report
 - Is quantitative (mostly utilizing a Likert scale).
 - Is public Information and published in the IRAD's website (<https://irads.umbc.edu/university-data/sceq-profiles/>).
 - Direct Instructor Feedback Form (DIFF)
 - Only viewable by instructor.
 - Six open-ended questions and comments section.
 - Faculty are highly encouraged to download a copy of their DIFF's for their records.
 - Your window to access DIFF results will end by the following semester's results. After that they are permanently deleted. DIFF's are never archived.

Resources

- Faculty handbook -
<https://provost.umbc.edu/policies/faculty-handbook/>
- Student Course Evaluations FAQ –
wiki.umbc.edu/display/faq/Student+Course+Evaluations
- IRAD's website
<https://irads.umbc.edu>