Music Department Evaluations

Evaluations must be brought in as a set each semester. All evaluations you wish to have scanned and reported as a group must be dropped off at the same time. Evaluations for the same semester that are dropped off at a later date, may not be included in the overall group statistics.

1. Drop off evaluations at the front desk in the Testing Center, Mellencamp Hall, Room B28 with a completed Evaluation Processing Form providing the requested information. Music has three areas: Music Ensemble, Music performance and Music Academic.

2. If groups are to be reported separately (i.e. Academics, Ensemble, Performance) package each group of response sheets accordingly. They should be dropped off as individual jobs.

3. Each course for which you request an evaluation report should placed in an envelope clearly labeled with the instructor’s name and course number on the outside of the envelope.

4. The first sheet in each packet should be a green X-5 scantron sheet, which serves as a “header” sheet for the scanning process. It is important for this sheet to be filled out correctly with the instructor’s last name filled in and the course number and section number filled in the Identification field. The remainder of the sheet should be blank. Without this sheet, individual courses cannot be identified.

5. If more than one instructor taught the same course, the data for that course number will be combined into the same report unless a special code is used to differentiate between instructors.

6. The completed evaluation sheets for that course should be in the same envelope. These are green X-5 answer sheets that are marked only with the student responses for the questionnaire. Sheets should all face the same direction.

7. Statistical reports are produced and placed on Pantherfile for access.

Please plan on allowing three weeks for the processing of all evaluations. If the required/agreed upon format is not followed, the evaluations will be returned for correction. If there are minor discrepancies the process may take longer than the three-week turn around time. If you are planning to change the format of your department evaluations you must contact Lisa Fugina in the Testing Center at 6388 the semester prior to implementation.

Thank you for your cooperation.