

## Dance Department Evaluations

Mellencamp Hall  
PO Box 749  
Milwaukee, WI  
53201-0749  
414 229-4689 *phone*  
414 229-6940 *fax*

### PAPER PROCESS

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. An [Evaluation Processing Request](#) must be completed and submitted prior to dropping off the evaluation sheets in the Testing Center, Mellencamp Hall, Room B28. The sections to be reported must be indicated in the Request.
2. Each envelope should be clearly labeled with the instructor's name and course number on the outside of the envelope.
3. The first sheet should be a **green X-5** answer 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 ID field (6-8 digits, no spaces). **PLEASE NOTE: 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.** The remainder of the sheet should be blank. Be sure to include this sheet. Without this sheet, individual courses cannot be identified.
4. The completed evaluation sheets for that course should be in the same envelope. These green X-5 answer sheets are marked only with the student responses for the questionnaire. **Sheets should all face the same direction.**
5. Statistical reports are produced and placed on Sharepoint for access.

### ONLINE PROCESS

1. Complete the [Online Evaluation Processing Request](#) with courses/sections and instructors (subject, three-digit course number, and section number, otherwise the five-digit class number) to be evaluated by the Testing Center no later than three weeks before the end of the semester.
2. The Testing Center will send out the online survey and reminder emails to non-respondents to complete the online evaluation.
3. The Testing Center will process the data and provide reports via SharePoint.

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 turnaround time. If you are planning to change the format of your department evaluations you must contact Lisa Fugina in the Testing Center at 229-6388 the semester prior to implementation.

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