Teaching Evaluations and eCafé for Fall 2009

Upon the recommendation of the Faculty Senate Evaluations Committee, the KCC Faculty Senate has formally recommended that KCC faculty use the eCafé student evaluation system starting in Fall 2009. The previously used (scantron) method is no longer available and, with short notice, the Faculty Senate was forced to find an alternative. We realize that some faculty may be apprehensive about switching to electronic student evaluations. However, eCafé has been used successfully by faculty at Manoa, Hilo, and other community colleges and many report that it is an improvement over the previous method. This also solves the problem of evaluation for on-line courses. We will be making improvements to eCafé for subsequent semesters.

The survey questions are the same as previous semesters and were created by KCC faculty and approved by the Faculty Senate. One difference is the ability to add 5 more specialized/personalized survey questions about your course. You can add questions by clicking this link or copying/pasting it into your browser http://www.hawaii.edu/ecafe. THIS MUST BE DONE BY THURSDAY OCTOBER 29th. You can also disable the survey from the same link.

Unless you act to disable eCafé, your students will automatically be sent a link to evaluate your course at the end of the semester. As you did with the previous method, please encourage your students to complete the course evaluation.

If you wish to have students complete the eCafé survey during your class time, CELTT will help make a lab available (except for evenings and weekends). You will be responsible for directing your students to the designated lab and giving them instructions to begin the survey. You must leave the lab after providing the instructions to your students. Submit an online request at least one week prior to your desired survey date by clicking this link or copying/pasting it into your browser http://bit.ly/kcclab

The following links are provided as support:

Tutorial to confirm the accuracy of your course listing and to disable/enable surveys:
http://stem.kcc.hawaii.edu/~misc/ecafe/tutorial1/

Tutorial to add questions:
http://stem.kcc.hawaii.edu/~misc/ecafe/tutorial2/

The official eCafé FAQ:
http://www.hawaii.edu/ecafe/faq.jsp

Brown bag eCafé instructor training session video:
http://www.hawaii.edu/its/brownbags- trainings/brownbags_eCafe_Instructors_FA09_ref.mov

Hawai`i Community College eCafé FAQ:
http://www.hawcc.hawaii.edu/senate/eCAFEResources.htm

For any questions or concerns please email ecafe-kcc@hawaii.edu.

The use of eCafé for the Fall semester ONLY APPLIES to 16-week courses offered through the Banner System. If your course length is different (eg 8 weeks), please consult with your Department Chair for alternative means to collect student evaluations.
We apologize for the short notice. However, this is a reminder notice, as eCafé (café-support-1@hawaii.edu) sent you an email informing you of the October 29th deadline on October 5th. Your Department Chair and your Faculty Senate Representative may have notified you about the switch to eCafé as well.

Aloha, your Faculty Senate Executive Committee