



Department Administrators' Toolkit

Student Evaluation of Educational Quality (SEEQ) Online Course Evaluations

What is a course evaluation?

A course evaluation is any survey that solicits students' feedback on various aspects of the course they have taken including the instructor teaching the course.

What is SEEQ?

SEEQ is a standardized course evaluation tool, widely-used and empirically supported. Using SEEQ, students provide feedback on teaching quality and course effectiveness, and faculty gain insight into their instructional methods and practices, providing them with guidance for improvement.

SEEQ is also the only instrument approved for use by University Council and the instrument that academic units are encouraged to adopt as their course evaluation tool.

Roles and responsibilities for the administration of SEEQ

System administrator: The system administrator, housed in the office of the vice-provost teaching and learning, is the central administrator for the online SEEQ system. The primary duties of the system administrator are managing department access to SEEQ online course evaluation, setting up the start and end dates of each term's SEEQ administration period, responding to questions and providing assistance to department administrators and heads, instructors and students.

Department administrator: The department administrator is responsible for creating SEEQ course evaluations and monitoring the process (e.g. response rates) while the evaluations are in progress. They are also responsible for granting access and releasing the results of SEEQ evaluations to instructors, deans and department heads. Department administrators must consult with their dean or department head to ensure that final grades have been submitted before the results can be released to instructors.

Dean or department head: Deans and department heads are responsible for approving the use of SEEQ within their units, often in collaboration with faculty. Deans and department heads are able to access results before they are distributed to instructors and are responsible for authorizing the department administrator to release the results to instructors once final grades have been submitted.

Instructor: Instructors in participating colleges/departments may use SEEQ as their course evaluation tool to ask for student feedback on their courses and teaching. Use of course evaluations, including SEEQ, is either voluntary or recommended by deans/department heads. Instructors will be able to see





results once final grades have been submitted and they have been granted access from the department administrator.

Student: All students registered in university courses using SEEQ for evaluation purposes will be asked to fill out a SEEQ evaluation. Students will receive an email with a link directing them to the evaluation(s). They will also receive reminder messages for evaluations that have not yet been completed. Students who complete their evaluation(s) will be eligible to win one of several prizes through a random draw after the evaluation period closes.

SEEQ process for department administrators

STEP 1: TRAINING

- All new department administrators must take part in a training session. Training sessions will be held once per term, usually in November and February. Please contact seeqhelp@usask.ca for more information on specific dates and times. Training sessions will familiarize participants with the online system used to administer SEEQ.
- Department administrators who have already completed the training session are welcome to enroll in another session as a refresher.
- A training manual is available online at:
<http://www.usask.ca/vp-teaching/seeq/conducting-seeq.php>

STEP 2: CREATING SEEQ EVALUATIONS

- Department administrators are responsible for creating SEEQ evaluations for their college or department. Prior to creating these evaluations, consultation with the dean or department head is required to approve the use of SEEQ. This form (available online) must be completed two weeks before the default start date of SEEQ and sent to the system administrator at seeqhelp@usask.ca. **Please note that this form must only be completed if this is the first year using SEEQ or the department administrator has changed from the previous years.** The system administrator will send out an email four to six weeks in advance to remind department administrators to begin creating their evaluations.
- Department administrators have the ability to control certain parameters around each evaluation. They may choose the start and end dates of the evaluation period within the default dates set by the system administrator and add extra sets of questions tailored to different instructional types. For details on how to create an evaluation, please refer to the training manual online.



STEP 3: SEEQ EVALUATION PERIOD

- Once the department administrator sets up evaluations for a course, an email will automatically be sent to all instructors one week prior to the start of the evaluation period informing them of their upcoming evaluation. Students in that course will also receive an automatic email in their PAWS account inviting them to complete the SEEQ evaluation. Up to three reminders will be sent to students who have yet to complete the SEEQ evaluation. Please note that once a student has submitted an evaluation, it cannot be deleted.
- SEEQ course evaluations are typically open during the last two weeks of classes and close before the final exam period begins. However, under special circumstances the evaluation period can be altered beyond the default start and end dates. If you require different start and end dates, please contact the system administrator at seeqhelp@usask.ca.

STEP 4: RELEASING RESULTS

- Results of SEEQ course evaluations are only to be made available to the instructor once final grades for that course have been submitted. The dean or department head will notify the department administrator when results can be released to the instructor. Once the department administrator releases the results, the system will send an automatic email to the instructor's PAWS account informing them that their results are available for review. For details on how to release evaluation results, please refer to the training manual online.