

CCQ Documentation for Department Support Staff

Monday, August 26, 2019 8:45 AM

Process Timeline

1. UW-Green Bay main campus support staff prepare packets using new query, coversheet and labels
 - a. SIS Query: GB_CCQ_CLASS_EVAL_CAMPUS
 - b. Cover Sheet: CCQ-CoverSheet-Campus.docx
 - c. Labels for Envelopes: CCQ-Labels-2.6x1in-Campus.docx
 - i. You may add to the label was you see fit - like adding the instructor's mailing address. For sorting and scanning purposes please keep existing information as is and add additional information to the bottom of the label.
 - d. Going forward, these documents are available on the [Testing Services and Assessment](#) website
2. Branch Campus Packets are dropped off at IS1010 front desk by drop off deadline
 - a. Fall 2019: Monday Nov 18th, Noon
 - b. Spring 2020: Monday April 20th, Noon
 - c. 7 Week 1/Special Sessions/Winter 2019/Summer 2020: Due to low volume of In person classes, use US mail to send any in person course evaluations to the branch campuses
3. Packets are delivered via library mail truck to branch campus support staff for distribution to instructors
4. Instructors administer course evaluation last week of classes according to current guidelines
5. Student signs sheet inside of packet, drops at branch campus drop box/designated office
6. Branch campus staff collect all packets
7. Bring to branch campus library for interlibrary delivery back to UWGB main campus with appropriate label. Branch Campus staff should collect all evaluations and send them in one shipment to the UW-Green Bay, Green Bay Campus library after the end of the semester/when all packets are collected
8. IS staff scans evaluations
9. Completed Branch Campus Evaluations are sent to UW-Green Bay main campus departments along with the regular UW-Green Bay, Green Bay Campus evaluations
10. Department support staff send result packets via US Mail to Branch Campus Contacts below after review by unit chairs/college deans
11. Branch campus staff distributes the packets to instructor mailboxes

Special Instructions

- You will still need to fill in your department drop off location in the column 'Department' because departments are structured differently this is still a manual data entry step
- Evaluation packets should be separated by branch campus - can be in same stack, but shouldn't be intermingled

Evaluation Contacts

For questions or problems:

- Contact Pam Gilson for Course Evaluation policy/procedure questions at 920-465-2221
- For general Course Evaluation processing questions, for face-to-face courses, contact Scott Berg in ATS at 920-465-2305.
- For Course Evaluation processing questions for online courses, contact Luke Konkol in ATS at 920-465-2880.

From <<https://www.uwgb.edu/otsa/course-evaluations/overview/>>

Branch Campus Contacts, Addresses

University of Wisconsin-Green Bay, Manitowoc Campus

Attn: Lisa Francl
705 Viebhan Street
Manitowoc, WI 54220

University of Wisconsin-Green Bay, Marinette Campus

Attn: Kaitlyn O'Claire
750 W. Bay Shore Street
Marinette, WI 54143

University of Wisconsin-Green Bay, Sheboygan Campus

Attn: Sue Machuca
1 University Drive
Sheboygan, WI 53083

Query and Documents

SIS Query

- In SIS, Go to the Navigation Icon and Navigate to Reporting Tools>Query>Query Viewer, search for query GB_CCQ_CLASS_EVAL_CAMPUS
- If you need a full listing of classes (including online and 0 enrollment) for other tasks you can use the query GB_DA_CLASS_LIST
- If you search for this query and get no results, you will need access to this query. Please email the help desk to request access (the direct contact is Mike Bubolz in Information Systems)

Query Changes

These are the changes from the original course evaluation query (GBSR_CCQ_CLASS_EVAL_LABELS)

- Online courses have been removed from the query
- Courses with 0 enrollment have been removed from the query
- There are now indicators for the total enrollment - this is the combined student count across all cross-listed courses
- Instruction mode (Blended, In Person etc) has been added
- Instructor's campus mailing address has been added

Query Columns

Data in the spreadsheet is initially sorted by session, subject, catalog and section. This means regular sessions will be located at the top and other sessions further down the query.

- Instructor: Names of the instructor
- Class Nbr: Unique class identifier
- Session: Session this class is scheduled for (1 is regular session, 7WK1 is abbreviated session etc)
- Instr Mode: The method of delivery for the class like Online, In Person, Blended
- Campus: The location of the course
- Acad Dept: The academic unit identified for the class in SIS
- Class Type: The component type such as Lecture, Discussion, Field Experience
- Comb Sects ID: If a course is combined, this is the group identifier. So if sorting by this column, it will group combined sections together
- Tot Enrl: This is the enrollment just for this section
- Combined Enrollment: This is the total enrollment if the section is combined
- Calc Enrl Tot: This is the field to use for enrollment, it selects Combined if combined or Tot Enrl if not combined

- Drop Off: The location the student should drop off the evaluation packet
- Department: This is a blank field initially. This needs to be manually populated. It should be the location the evaluations will be returned to
- Address 1: Office address of the instructor (or campus if branch instructor)
- Address 2: Mailing address of the instructor

Manual Edits

- When you export the query to excel, you will need to remove the very top row that indicates the row count and just leave the column heading.
- Edit the document to remove courses that your department/unit is not responsible for or do not need an in-person evaluation. This is the same as previous years
- Add data in the 'Department' Column. This needs to be manually populated. It should be the location the evaluations will be returned to

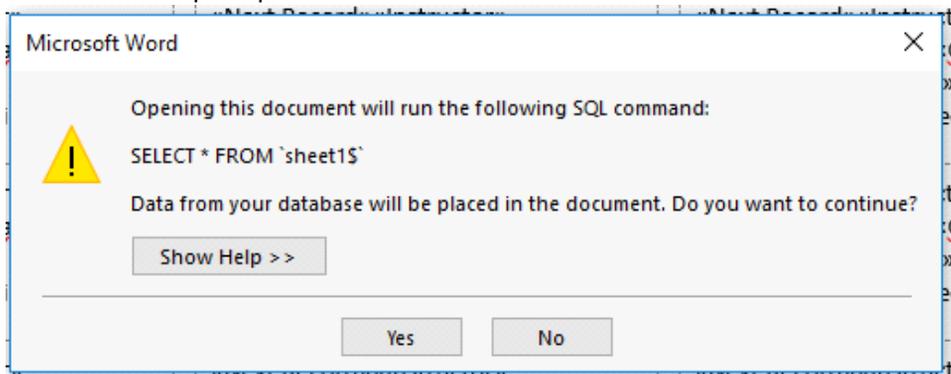
Sample Label

Kauth,Ryan Spring 2019 Class #3652 Stdnts: 121 BUS ADM 202 Section 0001 BUSINESS & ITS ENVIR BUS ADM, WH-460, Green Bay Campus
Agarwal,Pooja Spring 2019 Class #3150 Stdnts: 23 BUS ADM 216 Section 0002 BUSINESS STATISTICS BUS ADM, WH-460, Green Bay Campus

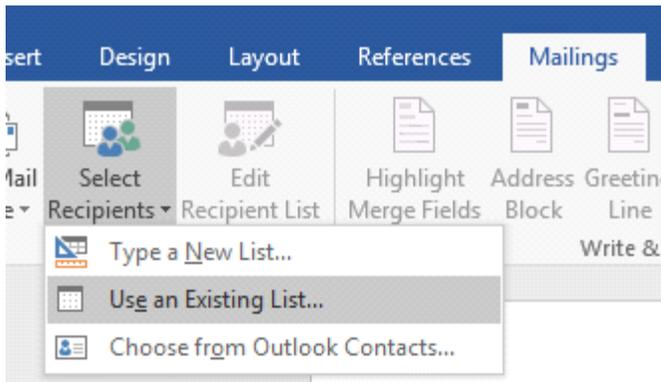
Merge Fields in the documents

The merge data source is pointing to an invalid drive, you will need to change the source to the query document created.

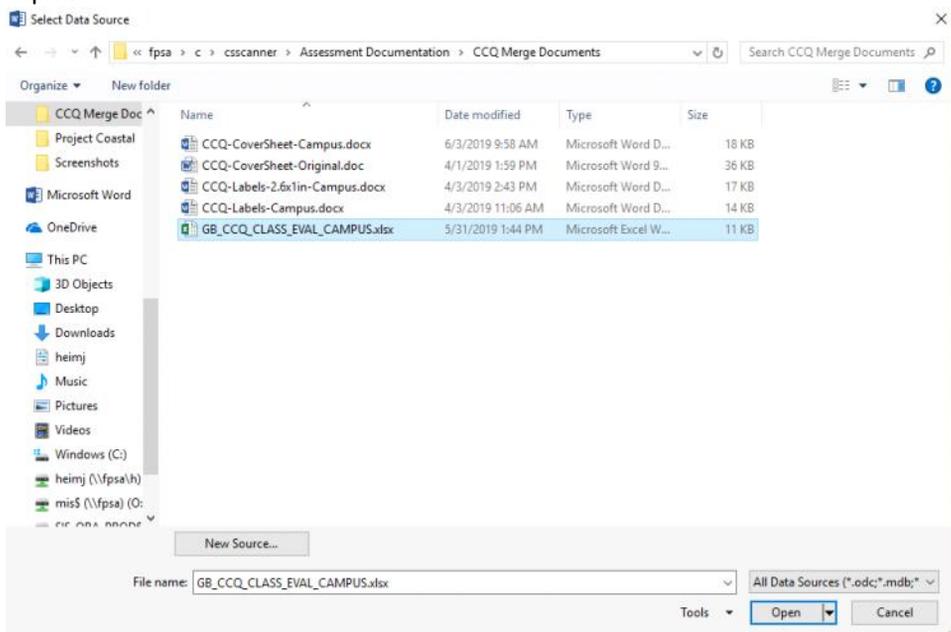
Click 'No' when prompted



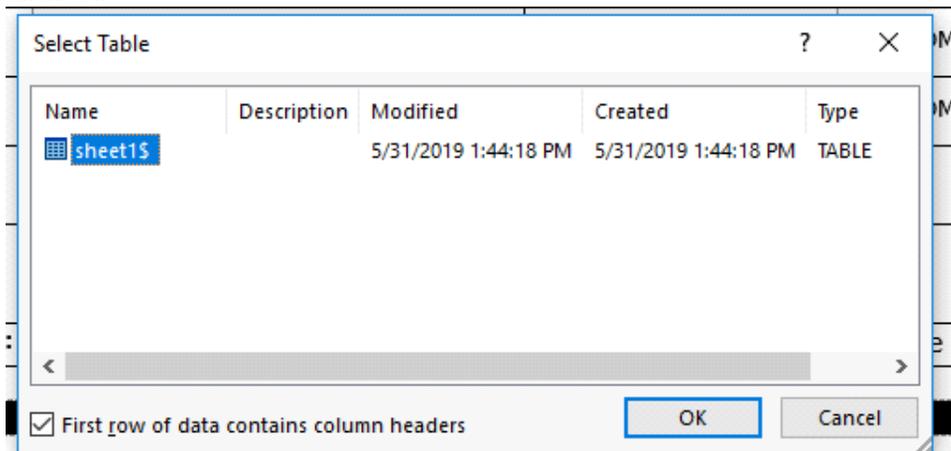
Go to Mailings>Select Recipients>Use an Existing List



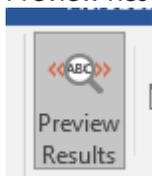
Navigate to your exported SIS Query results (with count row removed, header row remaining), Click 'Open'



Click 'Ok'



Preview Results button will show your data



STUDENT EVALUATION OF TEACHING COVER SHEET

FOR THE INSTRUCTOR TO COMPLETE				
Instructor's Name:	Albers,Patricia A		Instructor's Campus Mailing Address:	BUS ADMIN
Semester & Year:	Fall 2019		Instructor's Dept:	BUS ADM WH-460
Course Name:	PRINCIPLES OF FINANCIAL ACCTG			
Course Number (e.g., ART 100):	ACCTG 201	Section:	0001	Class Number (e.g., 9000): [4 or 5 digit number in timetable] 9239
Course Location:	Green Bay Campus		Component	Lecture

Cover Sheet Merge Fields

STUDENT EVALUATION OF TEACHING COVER SHEET

FOR THE INSTRUCTOR TO COMPLETE				
Instructor's Name:	«Instructor»		Instructor's Campus Mailing Address:	«Address_2»
Semester & Year:	«Term_Descr»		Instructor's Dept:	«Department»
Course Name:	«Title»			
Course Number (e.g., ART 100):	«Subject» «Catalog»	Section:	«Section»	Class Number (e.g., 9000): [4 or 5 digit number in timetable] «Class_Nbr»
Course Location:	«Campus»		Component	«Class_Type»

FOR THE STUDENT VOLUNTEER
The instructor must leave the room while the course evaluations are being completed. At no time should the instructor have access to the completed forms. The instructor may not see any of the completed forms or the report of results until after final grades are submitted to the Registrar.
1. Distribute the course evaluation forms and read the following to the class: Please respond thoughtfully to each item. Use only pencil, no pens. Course evaluation results are taken seriously at UW-Green Bay, and are used to make tenure, promotion, merit, retention, and award decisions. Your candid appraisal will be used to evaluate the course, and to provide constructive feedback to the instructor. Please include comments where appropriate.
2. Collect the forms in the envelope provided by the instructor.
3. Print and sign your name in the box below. Then, insert this sheet in the envelope with the completed forms. Personally deliver the envelope with this signed form to the evaluation drop-off location on the same day that the evaluations are completed. «Drop_Off»

Label Merge Fields

«Instructor»
«Term_Descr» Class #«Class_Nbr»
Stdnts: «Calc_Enrl_Tot»
«Subject» «Catalog» Section «Section»
«Title»