

## Heard, Julia

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**From:** Office of the MSU Provost  
**Sent:** Tuesday, April 25, 2023 8:11 AM  
**Subject:** End of semester course evaluations



Office of the Provost

Dear Colleagues,

I write to express my sincere gratitude for your exceptional efforts this academic year. Your dedication, creativity and patience have been crucial in helping us navigate unforeseen circumstances, including the recent cybersecurity malware attack. Your hard work has not gone unnoticed. I am truly grateful for the learning opportunities and mentorship that you provide our students. Thank you for your commitment to student success.

I encourage you to plan thoughtfully about the ongoing student course evaluation process. **Online course evaluations were made available to MSU students on April 24.** Students received emails with a link for each of their courses and they are provided a course evaluation link on their Brightspace homepage, which gives them access to all of their course evaluations.

Many of you follow high impact best practices that include regular assessments and check-ins throughout the semester, which we encourage and applaud. In addition, we have found that students appreciate the opportunity to provide formal feedback at the end of the semester about their educational experience in a course.

While course evaluations are accessible any time of the day, experience has shown that response rates trend upward when instructors take steps to show students that their feedback is important to them. The [Center for Faculty Excellence](#) offers the following suggestions to increase student participation in online end-of-semester course evaluations.

- **Allow class time** to complete the evaluations at the beginning of a class period. Inform your students ahead of time that you plan to provide class time to do this and time it to coincide with a topic that encourages student attendance (e.g., final exam review).
- **Provide the URL** for your course (available from your CampusLabs account) to make it easy for students to find the evaluation survey for your course. Recognize that students will have a separate URL for every course they are taking.

- **Explain why their feedback is valuable** and specifically how you've used course evaluation results to benefit students. Assure students that the report you receive is anonymized and available only after grades are submitted.
- **Frame course evaluations as a professional development opportunity**, describing to them the critical thinking involved in providing useful, formative feedback. This [webpage](#) contains additional ideas for teaching students about constructive feedback.
- Place course evaluation with the link on your course's **Brightspace calendar** or checklist.
- Use [navMSU](#) to message your students a reminder to complete their evaluations if they have not already done so.

By following these best practices, we will gather valuable feedback from students that can inform our teaching practices and help us improve the quality of our courses. Course evaluations will be accessible to students through May 11. Because classes during the final week are counted as instructional time, it is appropriate to allow students the opportunity to use the final class period to evaluate their learning experience, if desired by the instructor.

As we approach the end of the semester, let us be reminded of the beauty of spring and the new beginnings it brings. We are a community, and we are all in this journey together. Let's continue to support and encourage each other, as we move towards a bright future for our students and our university.

Thank you for being an essential part of our university community.

Best regards,



P.S. I look forward to seeing you at Commencement on May 12 to congratulate and show our support to an incredible graduating class of Bobcats!

**Dr. Robert L. Mokwa | Executive Vice President and Provost**

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