Course Evaluation Advisory Group (CEAG)

- **Chair:** Laura Winer, Interim Director, TLS;
- **Instructors:** Nathan Hall, Faculty of Education; Paul Clarke, Faculty of Medicine & Alfred Jaeger, Desautels Faculty of Management;
- **Academic unit heads:** Jane Everett, Chair, Dept. of French Language and Literature, Arts;
- **Academic Administrator:** Andre Costopoulos, Dean of Students; Laurie Hendren, Associate Dean, Faculty of Science;
- **Student representative:** Yasmeen Gholmieh, Senator;
- **Departmental liaison staff members:** Margie Gabriel, Faculty of Medicine; Amber Saunders, Faculty of Engineering;
- **Resource members:** Anna Melios, ISR Portfolio Manager; Effi Kaoukis, Learning Technology Consultant, TLS.

The CEAG worked with TLS to:
- develop strategies and instruments to increase student participation;
- increase the number of instructors participating in the dissemination of results;
- advise on other TLS activities related to Mercury and the course evaluation system in general.

**2013-2014 Goals and Results**

**I. Student participation**
- In 2013-2014 there was a 1% decrease in the overall response rate for the fall term and a 1% decrease in the winter term when compared to 2012-2013.
- Met twice (each term) with leaders of student associations to encourage participation and obtain feedback on course evaluation issues.

**II. Instructors giving permission to disseminate results:** In 2013-2014
- To date, 64% of the instructors (of the 2,382 who accessed the permission form) have given permission while 28% have refused to make their results available to the McGill community. The remaining 8% have not accessed the form.

**III. Report on the trends in response rate data over the past five years**
- Prepared special report on a 5-year trend in response rate data.

**IV. Proposed policy changes to address student concerns about dissemination and timing**
- Approved by Senate on April 23, 2014.
V. Reviewed all questionnaires and revised recommended pool of questions
   • All questions from all questionnaires were coded and analyzed.
   • Revised recommended pool of questions.

VI. Support academic unit heads, instructors and tenure committees in the interpretation of results
   • Provided advice on request.

System Updates
In 2013-2014, there were no system enhancements.

Participation data

<table>
<thead>
<tr>
<th></th>
<th>Fall 2012</th>
<th>Winter 2013</th>
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<tbody>
<tr>
<td>Students involved</td>
<td>32,007</td>
<td>30,070</td>
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<tr>
<td>Courses evaluated</td>
<td>2,402</td>
<td>2,480</td>
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<tr>
<td>Instructors involved</td>
<td>1,552</td>
<td>1,580</td>
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<tr>
<td>Overall response rate</td>
<td>49%</td>
<td>47%</td>
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2014-2015 Goals
I.   Continue to increase student participation;
II.  Communicate policy changes and encourage engagement of academic units and instructors in decisions about timing of evaluation period and dissemination of results;
III. Disseminate new recommended pool of questions and suggest revisions to questionnaires where appropriate;
IV.  Disseminate 5-year report to all academic unit heads;
V.   Develop a mobile app “responsive design” for Mercury;
VI.  Support academic unit heads, instructors and tenure committees in the interpretation of results;
VII. Create video profiles of instructors and “How To” video clips for students and instructors.

For additional information, please consult the full report available at:
http://www.mcgill.ca/tls/teaching/course-evaluations/reports