FREQUENTLY ASKED QUESTIONS FOR COURSE EVALUATIONS

Where can I access my end of course evaluations?

https://itweb.mst.edu/auth-cgi-bin/cgiwrap/instevals/evals/displayResults.pl
This link can be found at cafe.mst.edu/cet.

When can I access my end of course evaluations?
The day after grades are posted.

When are the course evaluations available for students to fill out?
Two weeks before the last day of classes.

How can department chairs access their faculty’s end of course evaluations?
Department chairs should already have access to the Instructor Evaluation web application. If you don’t, then submit a Help Desk ticket at http://help.mst.edu and ask that it be assigned to project management.

What information is available to department chairs?
Only the numerical scores; not the student comments, unless the individual faculty member makes them available.

What are the seven standard questions on the course evaluations?

- Evaluate this course, independent of the instructor’s effectiveness, in terms of its educational value to you.
- Rate the instructor’s use of assignments and tests for facilitating your learning of the subject matter.
- Rate the instructor’s concern for your understanding of the material.
- Rate the instructor’s preparation for class.
- Rate the instructor’s ability to communicate.
- Rate the instructor’s ability to stimulate and motivate you.
- Rate the overall teaching effectiveness of this instructor.

How can I add different questions to the end of course evaluations?

For a course offered on campus, go through this link update your questions: https://itweb.mst.edu/auth-cgi-bin/cgiwrap/instevals/evals/administration.pl, then click “Edit Course Questions.” Instructors can add up to three course questions through the Instructor Evaluation Application. For a distance course, contact Global Learning, global.mst.edu.

What if students in my course are not receiving a link to the course evaluations?

Email notifications are sent out to students and include this link to the evaluations: https://teacheval.mst.edu. For a mobile friendly version of the same website, go here https://teachevalm.mst.edu.

What if a student is not seeing a specific course for evaluation?

Not all courses are evaluated. For example, a course with only one student will not get evaluated. Also, a student might not be properly enrolled in the class. Ask the student if they have dropped, withdrawn

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from or “wait listed” the class or if they have attended under “hearer status” for the class, if they have, then they don’t get to do an evaluation.

The student can also validate in Joe’sSS that they are enrolled in the class. If not enrolled, they need to contact the registrar’s office.

**What should I do if I’m not listed as the instructor for a course that I teach?**

Instructors are advised three times during the semester to validate their course listings. If you’re still not listed as teaching a course or listed on a course that you’re not teaching, then contact your department chair or department liaison, and they will contact the registrar’s office for the update. Changes are strongly discouraged after the start of the evaluation period and require CET Committee approval.

**Who is my department liaison?**

**College of Arts, Sciences and Business:**

- Arts, Languages, & Philosophy – [Courtney Mischke](mailto:)
- Biological Sciences - [Dr. Dev Niyogi](mailto:)
- Business & Information Technology - [Prof. Yu-Hsien Chiu](mailto:)
- Chemistry - [Tina Balch](mailto:)
- Economics - [Marcy Scott](mailto:)
- English & Technical Communications - [Linda Sands](mailto:)
- History & Political Science - [Robin Collier](mailto:)
- Mathematics & Statistics - [Prof. Paul Runnion](mailto:)
- Physics - [Dr. Jerry Peacher](mailto:)
- Psychological Science - [Dr. Susan Murray](mailto:)
- Teacher Education & Certification – [Dr. Beth Kania-Gosche](mailto:)

**College of Engineering and Computing:**

- Chemical and Biochemical Engineering - [Dr. Jee C. Wang](mailto:)
- Civil, Architectural & Environmental Engineering - [Jody Seely](mailto:)
- Computer Science - [Dr. Daniel Tauritz](mailto:)
- Electrical & Computer Engineering - [Kelly Venus](mailto:)
- Engineering Management & Systems Engineering - [Dr. Suzanna Long](mailto:)
- Geosciences, Geological & Petroleum Engineering - [Patty Robertson](mailto:)
- Materials Science & Engineering - [Dr. F. Scott Miller](mailto:)
- Mechanical & Aerospace Engineering - [Dr. Keith Nisbett](mailto:)
- Mining & Nuclear Engineering - [Stephen Casey](mailto:)

**Are summer courses evaluated?**

Summer courses are not automatically evaluated. Instructors must initiate this process by requesting it from the CET committee at least three weeks prior to the evaluation period.

**How can I contact the Committee for Effective Teaching (CET)?**

The CET is a standing committee of the Faculty Senate, and the membership is listed on the provost’s website: [http://provost.mst.edu/fsstandingcommittees/](http://provost.mst.edu/fsstandingcommittees/). For more information, visit [http://faculty senate.mst.edu](http://faculty senate.mst.edu).

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How can I increase participation in my end of course evaluations?

There are several strategies available, however, the option that is recommended by the CET committee is to allow students a few minutes of class time to complete the online evaluation using a mobile device. Another proven method is to do mid-semester feedback with staff instructional designers to let students know you are serious about receiving their feedback. For more information about mid-semester feedback, CAFE at cafe@mst.edu. In addition, Master Mentors are available to meet with you to brainstorm ways to increase response rates.

Who do I contact if my data averages are wrong?

Submit a helpdesk ticket to project management.

Who do I contact if I am not getting email updates for a course?

For on campus courses, submit a helpdesk ticket to project management. For distance courses, contact Global Learning (global.mst.edu).

Can CET evaluations be completed on a mobile device?


I don’t see my distance course/section on my course listing.

Distance courses undergo a different evaluation process than courses offered on campus. Even a course that has both on campus and distance sections will be evaluated differently. Distance courses are evaluated through Global Learning, and will not show up on your list of on campus courses to be evaluated. For questions about distance course evaluations, contact Global Learning, global.mst.edu.