

Evaluation of Instruction Program Snapshot Reports and Request for Evaluation Service & Supplies form

Dear Evaluation Coordinator,

By the time you receive these instructions, our office has already sent the Snapshot Report and Request for Evaluation Service and Supplies form by campus mail to you. The Snapshot Report is a printout of class listings for your department/program. The Request for Evaluation Service and Supplies form is what you will fill out and return to us by campus mail or by fax. To know what to do with these documents, please read the following directions:

1. Review the Snapshot. Check to see if your department's courses are on this list. Please note that this list omits any class with less than four students enrolled.
2. If courses are missing, or instructor/T.A. names and ID's are inaccurate, your department must contact the Registrar's Office. EIP cannot make changes to the Registrar's data, we can only verify that changes made with their office are reflected here.
3. Tally up separately the enrollments for sections taught by Instructors and those by T.A.s.
4. Order materials by filling out the Request for Evaluation Service and Supplies form.
 - Check PRIMARY download box if your department's listings are correct and you need labels as soon as possible.
 - Check FINAL download box if your department needs to make corrections. Any department that needs more time to make changes should choose this option.
 - Order one envelope per class section to be evaluated.
 - Enter total enrollment for Instructor sections for Form A, enter total enrollment for T.A. sections for form B. Form C is an open form, check with your department to see if needed. You may round up reasonably.
 - Please check the appropriate box to either have your materials mailed or prepared for pick-up.
5. Return the completed Request for ESS form to EIP no later than Monday of the 6th week of the quarter.
- 6.. Have your department scheduler update missing or incorrect Snapshot information with the Registrar no later than Friday of Week 6.

When you submit the Request for ESS form, EIP will create envelope labels for your department which you will receive along with your supply of envelopes and evaluation forms. We will begin processing the Request as soon as possible if you check the PRIMARY download box; for those who check the FINAL download we will process those beginning Week 7 of the quarter. We will either mail or hold your materials based on which box you check.

Please keep in mind that EIP cannot process evaluations for courses that do not have their information correctly listed in the Registrar's Office database. As per the policy that EIP instituted beginning with the Fall 2002 quarter, classes with enrollment of less than four students are not eligible for evaluation processing and are therefore omitted from the Snapshot.

Please do not hesitate to contact our office at ext. 56939 if you have any questions or concerns. We look forward to serving your Evaluation of Instruction needs this quarter.

Thank you!