Hello Winter 2010 Instructors,

CAPE (Course and Professor Evaluations) is going GREEN! Due to budget cuts and the growing quantity of resources used to CAPE every quarter, we consulted with the CAPE Faculty Advisory Committee chaired by AVC Sawrey on ways to cut costs and help the environment. As a result, beginning Winter quarter, we will be using online evaluations rather than paper CAPE forms. The online evaluation will be the same exact questions and format as the paper forms used previous quarters.

At the beginning of Week 9, each student will receive an email from CAPE with a unique link to a personalized webpage containing all of their evaluations. For classes where the course catalog indicates more than one instructor, students will be asked to evaluate each instructor separately. Students will have a deadline of midnight before the first day of finals to complete the evaluations and several reminder emails will be sent to students with uncompleted evaluations. Students who have completed their evaluations, will be entered in a raffle for Triton cash cards provided by CAPE. We plan to provide professors with student participation data prior to the close of the evaluation period.

As always, numerical results (without student comments) will be posted online at the CAPE website. Student comments will be emailed to the departments after grades have been posted.

If you would like to utilize the open instructor questions on the CAPE form, please contact our office by email. We will be able to customize your evaluations to include the text you provide for these questions.

Because CAPEing will no longer occur during class time, we are not offering the option for instructors to opt out of having their classes CAPEd. In addition, CAPE does not have the resources to provide the option of paper evaluations in lieu of online evaluations.

During CAPE’s summer 2009 online pilot, we saw an increase in the length, quantity, and quality of student comments. CAPE is very excited for the numerous possibilities with online evaluations in future quarters. Some ideas that we will be exploring with the CAPE Faculty Advisory Committee are TA evaluations and unique evaluations tailored to labs, seminars, and language courses.

While we will work hard to inform and encourage students to participate, your help is absolutely vital for CAPE to continue providing valuable student feedback on courses and professors. Please encourage your students to participate by reminding them in class during Weeks 9 and 10.

Please contact us with any questions or suggestions. We are currently revamping our website. Please visit us at http://www.cape.ucsd.edu in a few weeks for the new version.

Thank you for your support,

Alan Lam
CAPE Director 2009-2010

Ben Lewin
CAPE Assistant Director 2009-2010

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