From: "Helbig, Tuesdi" <tuesdi.helbig@wku.edu>
Date: November 2, 2015 at 1:58:04 PM CST
To: "Lee, David" <david.lee@wku.edu>
Cc: "Miller, Richard" <richard.c.miller@wku.edu>
Subject: RE: SITEs

Dr. Lee,

I have heard and completely understand faculty members' concerns about this issue. A number of factors go into determining the administration window each year. Let me lay them out for you and explain how we ended up with our administration period this semester. We are happy to revise the schedule for spring, should you and the Senate choose to do so.

The attached fall 2015 administration calendar (with full-term administration dates shown in the legend) will help you see our competing priorities. I'm assuming the concern is mostly about full-term courses (October 28 through November 20 this term), so that is the window on which I will focus. However, we can look at the administration times for 1st and 2nd bi-term courses as well. Here are the factors we considered this term, which are fairly consistent each cycle.

1. TOPNET is opened by IT under the direction of the Registrar's Office for faculty members to enter grades one week before finals begin (November 30 this term). At that point, students are able to see their grades posted in TOPNET. Because we do not want students to be able to see their grades, then go and evaluate their faculty members, we end the SITE administration window prior to this date.
2. In addition, as a reward for completing all of their evaluations, students are allowed to see their grades as faculty enter them into TOPNET. To restrict those who have not completed their evaluations from receiving this reward, we send a "Non-Respondent" file to IT so they can keep non-respondents from viewing their grades until December 11. We need at least one day to download the file and send it to IT for them to program the restriction into TOPNET. Due to Thanksgiving break falling right before students could see their grades on TOPNET, we chose the two days prior to the Thanksgiving break to download the file and send it to IT.
3. We continue to have substantial increases in the response rate each week the SITEs are open. For example, for fall 2014, our response rate after one week was 36%, after two weeks was 49% and after three weeks was 63%. We feel that cutting the administration window to less than three weeks would diminish the response rate significantly.
4. We make sure we start the administration period after the 60% mark for each term, which was October 25th for the current full term.

Possible courses of action to begin the full-term administration later in the semester:

1. We could begin on/around the date when priority registration begins, which seems to fall at about the same time each year and would give us approximately three weeks, plus or minus a day or two for administration. This year, that would have been November 2, instead of October 28.
2. We investigate the need to open up TOPNET for grading so early in the semester (November 30 this term). If this was closed until final exams began, we could start the administration one week later. However, I have no idea all of the ramifications for doing this. The Registrar's Office would have a better understanding of the need for this process to begin at this time.

3.   We could shorten the administration window to two weeks. I strongly advise against this, as this would also weaken the value of the responses and increase the number of sections with fewer than four responses, for which we do not produce SITE results to protect student anonymity.

I hope this helps explain the process. Please let me know if you have any questions.

Tuesdi

From: Lee, David
Sent: Sunday, November 01, 2015 5:17 PM
To: Helbig, Tuesdi
Cc: Miller, Richard
Subject: SITEs

Tuesdi:

I keep forgetting to ask you a question about the SITE process.

Specifically, I've been asked if it is possible to conduct this process later in the semester than we currently do. Many faculty members think it would add to the vaue of the responses if students were further into the semester when they are asked to complete the SITEs.

Please copy Richad Miller on your reply. He is substituting for me at the Senate Executive Committee meeting on Monday afternoon.

DDL
David D. Lee
Provost and Vice President for Academic Affairs
Western Kentucky University
Office of Academic Affairs
(P) 270-745-2297, (F) 270-745-5442

Fall 2015 SITE

2015

July
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Legend

Date	Description
8/24	Fall 2015 semester starts
9/1-9/15	Dept Course List Review
9/16	Send flags to Marleen
10/27	Evaluation Kit Upload Dates
10/28-11/20	Administration Period
11/23-11/24	Send IT non-respondent file
11/30-12/10	Early Access to Grades
12/11	All students receive grade access
12/15	Grades Due by Noon

Administration Dates, Course & Admin Evals

1st Bi-Term: Sep 24-Oct 5 (60% point Sep 23, Grading Available October 6)
Full Term: Oct 28-Nov 20 (60% point Oct 25, Grading Available Nov 30)
2nd Bi-Term: Nov 11- Nov 20 (60% point Nov 15, Grading Available Nov 30)
Course Eval Results available Jan 6, 2016

Other Important Dates

Date	Description
Oct 1-2	Fall Break
Nov 2	Priority Registration for spring 2016
Nov 25-27	Thanksgiving
Dec 7-11	Finals