Online Course Evaluations via Class Climate
Overview and Schedule

Online course evaluation will be sent via Class Climate to students enrolled in courses during each term. Per Senate Resolution #29-12/13 FAC, the following courses are exempt from evaluation:
https://senate.humboldt.edu/sites/default/files/resolution29-12-13-fac2ndreadingpassedapproved.pdf

- Enrollment of 3 or fewer students
- Thesis courses (numbered 490 or 690)
- Comprehensive examination courses (numbered 491 or 691)
- Baccalaureate and master’s project courses (numbered 492 or 692)
- Senior and master’s field, applied, and directed research courses (numbered 495 or 695)
- Independent study courses (generally numbered 199, 299, 399, 499, 599, 699 or 799)

Faculty teaching the courses listed above are permitted to request student evaluations as long as steps to ensure student anonymity is taken. For more information student course evaluations, please visit: https://cebs.humboldt.edu/.

Course Evaluation Distribution Schedule for AY 2022/23

<table>
<thead>
<tr>
<th>End of Semester Evaluations</th>
<th>Fall 2022</th>
<th>Spring 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finals Week</td>
<td>December 12 - 16</td>
<td>May 8 - 12</td>
</tr>
<tr>
<td>Evaluation Period Length</td>
<td>2 weeks before</td>
<td>2 weeks before</td>
</tr>
<tr>
<td>Start Date</td>
<td>November 28</td>
<td>April 24</td>
</tr>
<tr>
<td>End Date</td>
<td>December 11 11:59 PM</td>
<td>May 7 11:59 PM</td>
</tr>
</tbody>
</table>

Student Reminder Sent (reminder not sent if evaluation is completed)

<table>
<thead>
<tr>
<th></th>
<th>December 1</th>
<th>December 5</th>
<th>April 27</th>
<th>May 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Reminder Sent with midway response rate</td>
<td>December 9</td>
<td>April 5</td>
<td>May 5</td>
<td></td>
</tr>
<tr>
<td>Results to Faculty Available (day after grades are due at minimum)</td>
<td>December 22</td>
<td>May 18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Best Practices for Encouraging Participation in Course Evaluations

- Make announcements in class before and during evaluation period
- Stress importance of feedback
- Build student confidence
  - Ensure students that evaluations are:
    - Anonymous
    - Kept confidential
    - Will not be submitted to faculty member until after grades are due
- Allot time during class sessions for students to complete evaluations
  - Evaluations can be completed on most electronic devices (laptops, tablets, phones, etc.)
    - If student does not have electronic device, please allow them to leave class and go to computer lab to complete evaluations
  - REMINDER: Faculty may not be present during evaluation