

ON-LINE COURSE EVALUATION EXCLUSIONS:

When the data is pulled to create the file for CourseEvalUM's on-line course evaluation, the following reasons will prevent courses from being included. This file is adjusted with these exclusions in the order they are listed. Updating teacher collect will not impact any items except the manual designation for excluding a course (item #5) or for adding or deleting instructors (faculty, TAs) to be evaluated.

- 1) **Term.** Only courses listed for the specified term will be pulled. **Ex: Fall 2008 (200808).**
- 2) **Dates of the semester.** Anything outside the specified semester dates will not be included. These dates will vary and be announced to Course Evaluation liaisons in each college and to schedulers via email from registration. Courses with meeting dates outside this listing will not be included.

Ex: Fall 2008, the dates are July 26, 2008 to December 20, 2008, inclusive.
- 3) **Individual Instruction Courses.** Any courses coded as individual instruction in the student information system (SIS) would be excluded from this file.
- 4) **Less than 5 seats issued.** Any *section* with less than 5 seats issued will not be included in this file. (**Note: Updating teacher collect will not impact this item.**)
- 5) **Manual Designation.** Departments can manually change the evaluation designation for course sections or persons as follows. This designation can apply to course sections and to persons to be evaluated (e.g., lead instructor, other instructor, TA).
 - a. Courses are within the term and dates
 - b. Courses are not listed as individual instruction
 - c. Courses have at least 5 persons enrolled.
 - d. Designations in teacher collect
 - i. N (not evaluated)
 - ii. Y (to be evaluated)