

SOS Processing

FAQ – Faculty/Instructor

Materials and instructions for the administration of the Student Opinion Surveys are distributed by your department offices. Please contact your department for more information on the procedure for administration of the SOS.

The Office of Institutional Research only handles the “processing” of the scantron forms that are submitted by the departments. After the scantrons are processed, a report is generated with the results for each course. These results are available to faculty online (see #10 below).

1. How is the SOS utilized?

The student opinion survey (SOS) is one instrument instructors can utilize to demonstrate teaching effectiveness; it is also the only instrument that is financially and administratively supported by the Office of Institutional Research (OIR). It is important to accurately follow all the steps listed below in the administration and processing of the survey as the summary results may be used by university administration when evaluating an instructor for reappointment, promotion, or tenure consideration and post-tenure review.

2. Where do I find instructions to administer the test?

Each faculty/instructor will receive one “faculty Instruction” sheet from your department. You will use these same instructions for all SOS administration.

3. How do I find my CMU global ID?

All CMU employees and students are assigned an alphanumeric global ID for university identification purposes. The data analysis program utilizes the ID to identify the instructor of a particular course. This information can be obtained through CMU’s on-line Faculty and Staff directory at <http://www.cmich.edu/directories/>

4. How can I administer a mid-term evaluation?

Should the faculty member wish to administer a mid-term evaluation, please refer to the Individualized Designed Form for the Improvement of Instruction (IDF-II) on-line site at <http://webs.cmich.edu/aronliw/idfii.pl>. As this survey is a tool for self-evaluation, all steps of the survey process are handled by the faculty member. For further information, please contact the Faculty Center for Innovative Teaching.

5. When do I administer the SOS?

The time for administration of the SOS should be within the last two weeks of class prior to the final exam. It is recommended that the SOS not be administered before this timeframe or during final exam week.

6. What are the steps for administration of the SOS?

As stated above, the survey should be administered to the students within the last two weeks prior to a course's final exam. It is **strongly recommended** that a student volunteer be selected by the faculty member to assist in the administration and collection of the survey. This student will collect all survey and individual opinions sheets, place them in separate envelopes and return them to the respective departmental office once completed.

It is also **strongly suggested** the faculty member not be present in the room while the students are filling out the survey forms.

7. What can I do to ensure the results are processed and communicated back to the respective parties as quickly as possible?

The following are errors that delay the processing of the SOS:

- Incorrect faculty global ID number
- Incorrect course reference number (8 digits)
- Incorrect faculty member credited for class
- Incomplete/missing information in the faculty global ID, course reference number and semester fields
- Packets that are delivered to OIR that have not been prepared by the department for processing, e.g. Individual Opinions sheets still in the packet and mixed in with the survey sheets
- "Missing" answer sheets that are delivered to OIR with a request to include in individual's packet after processing has already occurred
- Packets that do not include a "header sheet"
- Header sheets that have fields other than the required "x" filled in.
- Recycled header sheets given to students to use as survey forms

8. How can I find SOS summary results from previous semesters?

The on-line archive system contains a five (5) year history. Historical summary reports are accessible through the Park Library Reserve Desk. Information prior to Summer I 2003 is stored on microfiche, and reports for Summer I 2003 to present are stored on CD's. Departmental and dean's offices also have reports beginning Summer I 2003 to present available on CD's.

9. How long does it take to complete the processing of the SOS surveys?

It is important for faculty to note that the fall and spring processing cycles take several weeks to complete due to the volume of packets that need to move through the final processing stage. Processing is usually completed 4-6 weeks after the end of the semester.

10. How do I access the website to review the faculty evaluation report?

Instructors will be notified the day after the deadline for submission of final grades, via the faculty listserv, that summary reports may begin to be accessed through <https://ssl.cmich.edu/sos2/>. Faculty instructions for utilizing this site can be found on OIR's website at http://www.ires2.cmich.edu/SOS/accessing_SOS_results_faculty.pdf.

11. How long does OIR retain the completed survey scantron forms?

Due to space restraints, OIR recycles the completed survey scantrons after six months for a given semester.

12. I am not able to sign on the website to view my results. What do I need to do?

- Check to make sure that you are accessing the correct website at <https://ssl.cmich.edu/sos2/>.
- If you are still experiencing problems, recheck that you have entered your global ID and password correctly.
- Call OIR @ 3933 for any additional assistance

13. How can I add individualized questions for 9 and 10 to my SOS's?

- Questions 9 and 10 on the SOS scantron questionnaire are intended for department and/or faculty member use.
- The department and/or faculty member will compose the question(s) used for 9-10 and the responses available for 1-5 on the scantron.
- It is highly recommended that faculty either post the questions on the board or give each student a printed copy of the question(s) and response(s) available for questions 9-10.
- The actual questions will NOT appear on the SOS reports for 9-10. The questions will be listed as “Additional Question #9” and “Additional Question #10”, followed by the number of responses, frequency, means, etc.
- The Office of Institutional Research does NOT keep a record of individualized questions for 9-10. It is recommended that copies of the questions and response scale be kept by the individual faculty and also submitted to the department for their file.
- Another option for individualized questions is for an instructor to utilize the *Individualized Designed Form for the Improvement of Instruction (IDF-II)* for improvement of their teaching effectiveness. The IDF-II can be accessed at <http://webs.cmich.edu/aronliw/idfii.pl>. As the purpose of this instrument is different from the SOS, it is recommended that this survey be administered prior to the thirteenth week of a semester. Contact the Faculty Center for Innovative Teaching at extension 3615 for further information on the use of the IDF-II.