

Instructions For Administering SRTI: Designated Departmental Coordinator

These instructions as well as examples of the SRTI Evaluation Form and Batch Sheet can be downloaded as a pdf from the SRTI home page (www.umass.edu/oapa/srti). The Course Packet Cover Sheet which includes instructions for Student Monitors can also be downloaded as a Microsoft Word document.

Putting together the SRTI Packets

Prepare your evaluation packets to be distributed to faculty before the end of classes each semester. *The SRTI form should be administered during the last week of the class, but not after or during a final exam.* The following four components should be compiled into an evaluation packet for each course being evaluated:

- ✚ **Evaluation Forms** to cover the enrollment of the course being evaluated
- ✚ One completed **Batch Sheet** for each course being evaluated (*often the completed Batch Sheet is retained by the coordinator and matched with the Evaluation Forms after they are returned to avoid being misplaced or discarded during the evaluation process.*)
- ✚ **One Course Packet Cover Sheet** complete with course, instructor, and coordinator information to be attached to the envelope containing the and SRTI forms
- ✚ **Instructions to the faculty** regarding the administering of the SRTI evaluation
- ✚ Count out just enough SRTI forms to cover the total enrollment in the course section.
- ✚ Assign a pre-slugged Batch Sheet for the course, or if necessary, complete a blank Batch Sheet with ALL necessary information using a #2 pencil. *It is advisable to retain this form in the office to be matched to the evaluation forms once they are returned.* If you are completing a blank Batch Sheet, please include: the instructor's first and last name, the subject, catalog number, section number, class number, term, year of the course, and the course enrollment. For the "Subject" use the ALPHA code listed in the course schedule book (e.g., Forestry = "FOREST," etc.). The bubbles under "Term" represent the century, (1st bubble pre-blackened 1 for the 21st century), the year, (2nd and 3rd bubbles), and the semester, (4th bubble with a selection of 1 for Winter, 3 for Spring, 5 for Summer, and 7 for Fall. *Please be sure to fill out this information accurately---this is our primary means for linking students' responses to the course section.*
- ✚ Tape a completed Course Packet Cover Sheet to the front of the manila envelope with the evaluations. Make sure the course information as well as the department/program, address, and coordinator information on the right hand side of the Course Packet Cover Sheet is completely filled out. (*SUGGESTION: To save time, download the Course Packet Cover Sheet from the SRTI home page (www.umass.edu/oapa/srti) and customize the document with department, location and coordinator information.*)

- ✚ Include #2 pencils for completing the evaluations when possible.
- ✚ Distribute the packets to faculty members so that the evaluations can be administered to the students in their classes prior to exams. Please be sure to provide each teacher with a copy of the faculty instructions for the administration of the SRTI form.

Compiling and Processing Completed Forms

Student Monitors are instructed to return the packets to the location you indicate on the Course Packet Cover Sheet. When you have collected all the forms for your department please follow these steps:

- ✚ Open the packets. Remove any unused forms and keep them for future use. To allow for scanning, make sure all forms are face-up and going in the same direction, (the notched corners are all together). Check that all the forms are clearly marked in pencil. ***Mark over any bubbles filled in ink as the pen-marks will not scan.***
- ✚ Place a Batch Sheet on top of the SRTI Evaluation Forms for each course section going in the same direction. Compile all the forms in order by catalog number from lowest to highest. Please do not use rubber bands, paperclips or sticky notes in this process. Separate evaluations that have to be processed from a different semester or program with a brightly colored sheet of paper. Include on this paper information about the semester and the program for these evaluations.
- ✚ Send or take the forms in an envelope or box *with a lid* to **Noreen LeMieux, 232 Whitmore, Office of Academic Planning and Assessment**. Please take every precaution to ensure that the forms don't get out of order. Do not submit your evaluations until you have all of the forms from your department for the semester.

Once the forms have been processed, we will return the original SRTI Evaluation Forms and the reports to the department.

Important Reminder: keep the reports and original evaluations in a secure and safe place. The SRTI results for an individual are made available only to the instructor and the department or program that appoints the instructor and/or offers the course. The information on these SRTI reports is confidential and not for public distribution. Please keep this in mind during all aspects of the process.

Contact Noreen LeMieux in the Office of Academic Planning and Assessment (545-2564 or nlemieux@admin.umass.edu) if you have any questions or suggestions regarding the administration of the SRTI forms Meetings can be arranged for coordinators, faculty and staff to go over information and procedures.