Student Evaluation of Teaching (SET) Course Selection and Administrative System

What’s New!

Institutional Research and Testing have been working diligently on the web based SET Course Selection and Administrative System incorporating the suggestions made during the training sessions by departments. Two major concerns expressed were about combined sections (sections taught by the same faculty listed in two departments) and how to collapse section into one administration section. This document will address each concern and how it is handled in the web base system.

Combined Sections – Class sections with the specific PeopleSoft (CMS) combined section attribute will be listed under the faculty member’s name in their home department.

For example, faculty member C. Parker, from the Music department, teaches MUSC 123-01, Exploration of Jazz Styles, and this course is combined (or cross-listed) with PHIL 124-01, then both course sections will show under C. Parker in the Music Department’s listing of courses for the selection of SET administration.

Collapsing Sections – A new section under Step 1, Select Classes, has been added to the left-hand menus to address the need by departments to collapse two or more course sections into one for the SET administration. The new menu item is titled “Advanced Selection” and is only for the collapsing of multiple course sections into one administration section. Only sections being taught in the same department can be collapsed. The course section that contains the collapsed sections will automatically be assigned SET administration and an updated enrollment count will be shown. Both online and paper evaluation types will be available for the collapsed section.

1. To collapse multiple course sections click on the Advanced Selection link in the left-hand navigator under Select Classes. The Advanced Selection screen will show two panels: left-hand panel is for collapsing multiple sections and the right-hand panel will expand, or undo the collapse, the sections back into individual courses.
2. In the left-hand panel, select the course section that will hold the collapsed sections in the Destination drop down box.
3. If necessary, you can adjust the title of the destination course section in the Title box and the new title will appear for the new collapsed class section.
4. Select the class sections to add to the destination section from the drop down box below the Title box. When the section is selected click on the Add button to add the section into the destination section’s list.
5. When all sections to be collapsed are included in the list click the COLLAPSE! Button below the list box.
6. To UNDO the collapsed sections use the right-hand panel and select the collapsed section in the dropdown box under Expand Collapsed Sections and click the Expand! Button.

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After you have completed collapsing sections go on to steps 2 through 4 to complete the course selection process. Collapsing sections is intended to be integrated with the course selection process and need not be done separately from the rest of the selection process.

If you need help or have any questions with the new SET course selection process please contact Paul Weatherby (pweatherby@csuchico.edu, x5067) or Bill Allen (ballen@csuchico.edu, x6033) in Institutional Research & Testing.