To WINTER 2016 Instructors,

The Course and Professor Evaluations (CAPE) this session will be available to students from: Monday, February 29th, to Monday, March 14th.

Student must complete their evaluations BEFORE 8AM on Monday March 14th. No exceptions.

HOW IT WORKS: On Monday, February 29th, each student will be given access by email to their evaluation webpage; the link can also be located on My TritonLink, the CAPE website, and TED. Students will be prompted to separately evaluate each of their listed instructors for each enrolled course. Several reminder emails will be sent to students with uncompleted evaluations. CAPE will provide updated student response rate percentages throughout the evaluation period on the faculty admin website at https://cape.ucsd.edu/admin/faculty.

CUSTOM QUESTIONS: If you would like to pose specific questions to your students, please submit these questions on https://cape.ucsd.edu/admin/faculty. These questions must be posed with a "strongly agree to strongly disagree" scale in mind. The deadline to provide us with properly formatted questions is Friday, February 19th.

WHAT YOU NEED TO DO: Historically, instructors who actively and creatively promote student participation in CAPE receive more informative feedback on their teaching and curriculum. Please visit “Tips On Increasing Response Rate” at http://cape.ucsd.edu/faculty/tips.html to see what some faculty with high response rates have done.

LAB, STUDIO, SEMINAR FORMS: Is your course a lab, studio, or seminar? We have a form for that! With faculty and department assistance, we developed forms to replace the CAPE standard form for labs, studio classes, and seminar classes. You can log on to https://cape.ucsd.edu/admin/faculty and assign a different evaluation form to be used for your course. The deadline to do so is Friday, February 19th.

RESULTS: Statistics and numerical ratings will still be posted online onto the CAPE website and the Schedule of Classes, for students to see after all final grades have been posted. Beginning with Winter quarter 2013, we have made it easier for faculty and staff to locate raw data (including comments) and stats. You can log in at http://academicaffairs.ucsd.edu/Modules/Evals to access this information.

More information can be found at http://www.cape.ucsd.edu. If you have any questions or suggestions, please send us an email at cape@ucsd.edu.

Thank you for your support,
Rowuena Lao
CAPE Director