

RIT SRATE System - FAQs for Classroom Instructors:

Q: What is the SRATE process?

A: **SRATE** (Student Ratings for Teacher Evaluation) surveys for students to evaluate their course instructors are automatically sent out from the RIT Registrar office at the end of each semester for ALL university courses. There is no 'opting' in or out of these surveys; instructors do not need to take any action to select or initiate the surveys for their courses - Registrar office takes care of disseminating surveys to students with no input needed from instructors for these end-of-semester surveys. SRATE surveys consist of a set of required/fixed questions (same set of questions for all instructors in all courses); they also offer an opportunity for instructors to select additional questions from a pool of questions. When the survey period ends for students to complete surveys, the survey results for all required + optional questions are sent to the instructor; survey results for only the required questions are also sent to each instructor's dept chair/supervisor. Note there is no Qualtrics survey option for end-of-semester surveys. Instructors are welcome to inform their students that they will receive SRATE surveys at the end of the semester and encourage them to complete those. Some instructors add that they are interested in getting student feedback to improve or understand student needs and perspectives so that acts as a motivator for students to complete their surveys.

Q: What is the MCF process?

A: Starting in Week 2 of the semester, NTID provides opportunity for their faculty to participate in mid-course feedback from their course students. NTID provides a list of courses and instructor names to Registrar who choose to participate in the MCF process using SRATE surveys. Registrar runs SRATE surveys for those courses/instructors in Week 7-9 and sends survey results to the instructors (not to their dept chairs or supervisors) in Week 10. MCF survey results are sent ***only*** to instructors, not their supervisors or dept chairs. Alternately, instructors can choose to create Qualtrics surveys during the same MCF timeframe and send those out to their students themselves.

Q: Where can I find information about the SRATE process and system?

A: Information about the SRATE process and system can be found on:

- RIT's Student Ratings webpage <https://www.rit.edu/provost/faculty-evaluations-student-rating-teaching-success>, and
- NTID's Student Ratings webpage <https://www.rit.edu/ntid/president/academic-affairs/srs>.

Q: How do I access the SRATE system to view SRATE Reports?

A: Faculty/instructors can login with their RIT username/password to the www.smartevals.com system to view reports.

Q: What is the difference between summative and formative questions?

A: Summative questions are the standard required questions that are automatically included on a survey - they include some institute-required questions, some college-required questions, and recently one or two student government-required questions. Responses to summative questions are shared with the faculty and their supervisor and are standard for all faculty in any given year though the set of questions has evolved over the years. For instance, the SRS (classroom) system used to have 4 summative questions; in 2014, SRATE had 7-8 summative

questions; currently that number may be up to about 11 (I can't confirm this since I don't have access to SRATE surveys).

By contrast, Formative questions are optional; faculty select questions from a vast pool of questions or may even be allowed to create their own questions (though that last piece may not always have been available). Responses to formative questions are shared only with the faculty member, not with their supervisor.

Q: *How does SRATE handle two instructors co-teaching a course?*

A: Students receive one survey – the first portion asks them to evaluate the course in general, the second portion will ask students to evaluate Instructor #1; the third portion will ask them to evaluate Instructor #2. The second and third portions will have the Instructor's name at the start of the section so students can identify which instructor they are evaluating. For reporting purposes, Instructor #1 only receives students' responses from the first and second portions of the survey, and Instructor #2 only receives students' responses from the first and third portions of the survey. Neither instructor will receive students' responses about the other instructor.

Q: *Students in my Lab course did not receive SRATE surveys*

A: In general, SRATE surveys are not automatically generated for courses that are set up in SIS as being non-graded or are zero credit courses such as the LAB section of a LEC/LAB course. However, SRATE surveys can be set up manually for non-credit labs if instructors request them from the Registrar before the end of the semester.

Q: *When are SRATE surveys sent out to students each semester?*

A: SRATE surveys open for students each fall and spring terms for approximately three weeks, beginning at 12:01 a.m. on the Monday three weeks prior to the last day of class listed on the RIT Academic Calendar. Emails to faculty and students are sent prior to the opening of surveys. More timeline information can be found on RIT's Student Ratings webpage <https://www.rit.edu/provost/faculty-evaluations-student-rating-teaching-success>

Q: *Does SRATE have QR codes?*

A: RIT Registrar had security concerns about QR codes so that feature has been turned off.

Q: *I did not receive an SRATE Report*

A: At least four students must complete the survey for a report to be generated. This is done to ensure student anonymity/confidentiality.

Q: *How to match your SRATE Report with the correct semester/year in the SmartEvals system*

A: The evaluations for each AY 20xx-20yy are coded as '20xx' in SmartEvals. For example, the evaluations for AY 2021-2022 are all coded as '2021' - think of 2021 as representing 2021-22 – so evaluations for AY 2021-2022 will be titled 'Fall 2021', 'Spring 2021', and 'Summer 2021' even though the 'Spring 2021' and 'Summer 2021' reports are actually for calendar year 2022.

Q: *SRATE Reports prior to 2015*

A: Prior to the establishment of RIT's SRATE system, NTID used SRS for classroom instruction surveys. When the old SRS system was shut down in 2015 for classroom evaluations (we still use SRS for service providers, like tutoring or clinical services), several reminder emails* were sent out to faculty with detailed instructions to save their individual survey reports. If you did not request your ratings at that time as outlined in the attached document, we are unable to find or

provide copies. You may be able to access them in your own old files if you included them in your annual evaluations.

< *the word 'emails' should link to the 2015 email on the last two pages of this file >

From: Linda Hoke
Sent: Friday, **March 6, 2015** 10:58 AM
To: NTID All (Employees) <college_NTID_all@rit.edu>
Subject: Do you need a copy of an old paper SRS report?

Dear NTID Faculty and Staff,

Do you need a past SRS Report?

--Before Fall 2131 for Classroom Teaching

--Before Fall 2141 for One-to-One Services (Tutor, Counselor/Academic Advisor, Speech-Language Instructor, Audiologist)

Paper SRS reports were mailed to faculty/staff every term until the transition to SmartEvals/SRATE in fall 2131 and a change to the SRS system in fall 2141. SRS Reports are particularly important if you plan to go up for tenure or promotion in the future.

NTID plans to keep all of the SRS data from past years; however, there is **NO GUARANTEE** that we will be able to re-create a report in the future because the software is quite old. As a safeguard, the SRS Advisory Group is now providing an opportunity for faculty and staff to request a new copy of any SRS reports that were mailed to them in the past. This opportunity is provided in consideration of the potential importance of past SRS ratings for documenting past performance, and after consultation with the NTID Faculty Congress.

Anyone wishing to take advantage of this offer should do so before May 29, 2015, the end of this academic year. Generating these reports is a manual process that requires a staff person to compile the necessary data. It may take several months to fill all of the requests for copies of previous paper reports.

How to request a new copy of a previous paper SRS Report:

Send Patty Hezel (pahnvd@rit.edu) the following information:

- a. Your name and any alternate names or spellings you have used
- b. What kind of report(s) you need: Classroom Teacher, Counselor/Academic Advisor, Tutor, Speech-Language/Spoken Communication, Audiology
- c. For EACH report you need, provide:
 - Course name
 - Course number
 - Quarter taught

Remember, your recent Student Ratings Reports are online. This call is for previous paper SRS reports only.

To access online reports:

For Classroom Teachers:

You have individual access through the RIT SmartEvals online system. See:

<https://shibboleth.main.ad.rit.edu/idp/Authn/UserPassword>

For Counseling/Advising, Speech-Language Instruction, Audiology Clinic, Tutoring:

You can print your own reports through the SRS one-to-one online system. See:
https://apps.ntid.rit.edu/SRS1to1_SP/survey.php

For any questions, please contact Patty: pahnvd@rit.edu

Thank you,
The SRS Advisory Group