

Dear Chairs,

As you are aware, SPTEs have retired. To help with the transition from SPTEs to CES (Watermark's Course Evaluations & Surveys), I thought I would send you information that you could pass on to your teaching faculty.

- CES has replaced SPTEs. SPTEs will no longer be offered for course evaluations.
- CES will be part of the review process established by the Faculty Evaluation Alignment Committee.
  - Prior SPTEs results can still be submitted.
  - The CES Detailed Report with Comments will be the report to submit.
- CES communications will be through emails to guide the instructor and students through the process.
  - WSU Evaluations at [evaluations@wichita.edu](mailto:evaluations@wichita.edu) is a valid email address.
- CES receives its information from Blackboard.
  - You do not have to use Blackboard for teaching purposes.
  - You will need to access Blackboard to actively participate with CES.
- CES evaluations use the roles assigned in Blackboard.
  - It uses the instructor role to notify the students who they will be evaluating.
  - Make sure you only use the instructor role for those who teach the course. Other roles that can be used could be TA or Course Builder for those that do not do direct teaching. Contact OIR for assistance regarding roles in Blackboard.
  - While testing your Blackboard course, do not use "test student" in the student role or if you do delete it after it has been tested. Blackboard uses the student role to send out evaluations.
- CES processes its tasks depending on which part-of-term a course is assigned to for the semester.
  - Firm scheduled dates are part of the process.
  - If an instructor teaches in multiple part-of-terms in a semester, they will then receive duplicate emails. These emails will be sent when it is scheduled for a particular part-of-term.
  - Specific emails will provide information on what course(s) will be available for course evaluations. The email will only show the courses available for evaluations for that part-of-term.
  - Specific emails will provide dates on when a task needs to be completed and when the course evaluation will be available to the students.
- CES Results will only be available at the end of the semester. An email will be sent on the Friday after grades are due to the Registrar. It will provide information on how to retrieve the results.
- For additional information, please check the website at <https://wichita.edu/watermark>. This website is a work in progress.

I am hoping to have regular posts in WSU Today so I can pass on additional information throughout the semester. If you ever have any questions, please let me know. We are all learning this together.

Sandy

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