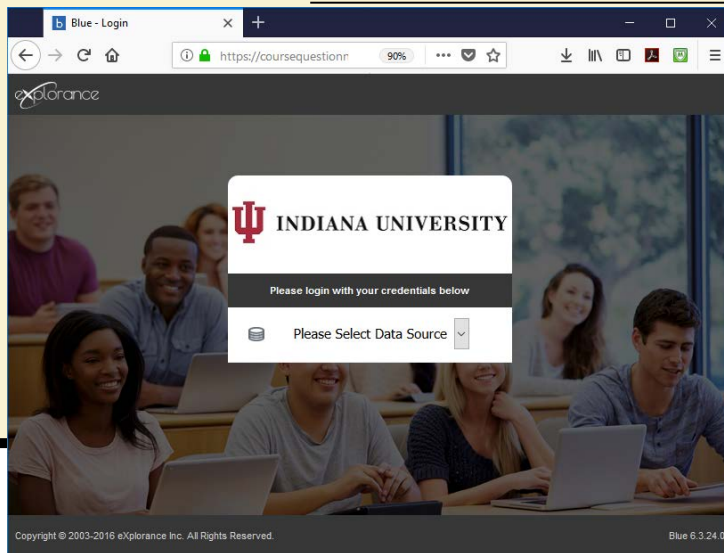
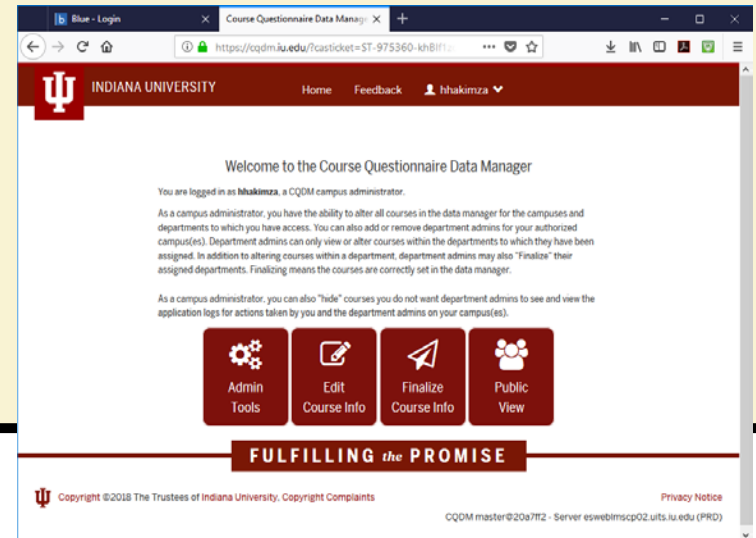




BLUE Evaluation Processes and Procedure at IUSB Academic Affairs Friday 2/15/2018, 10:00AM, NS164



BLUE
Course Questionnaire
<https://coursequestionnaire.iu.edu>

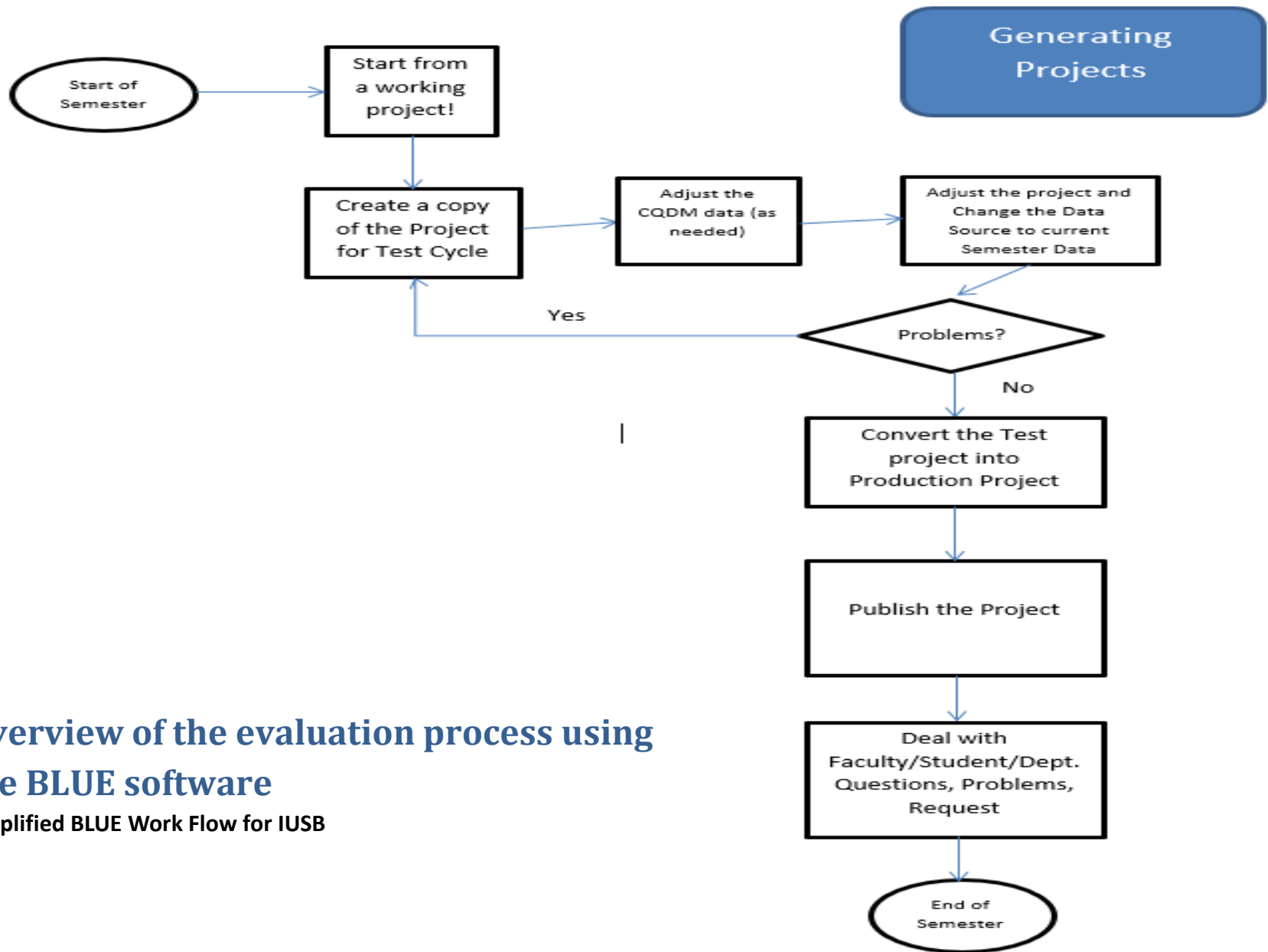


CQDM
Course Questionnaire Data Manager
<https://cqdm.iu.edu>



Content

- Overview of Evaluation / Reporting (BLUE)
- Campus Policies / Procedures
- Course Questionnaire Data Manager (CQDM)
- Auditing of Data

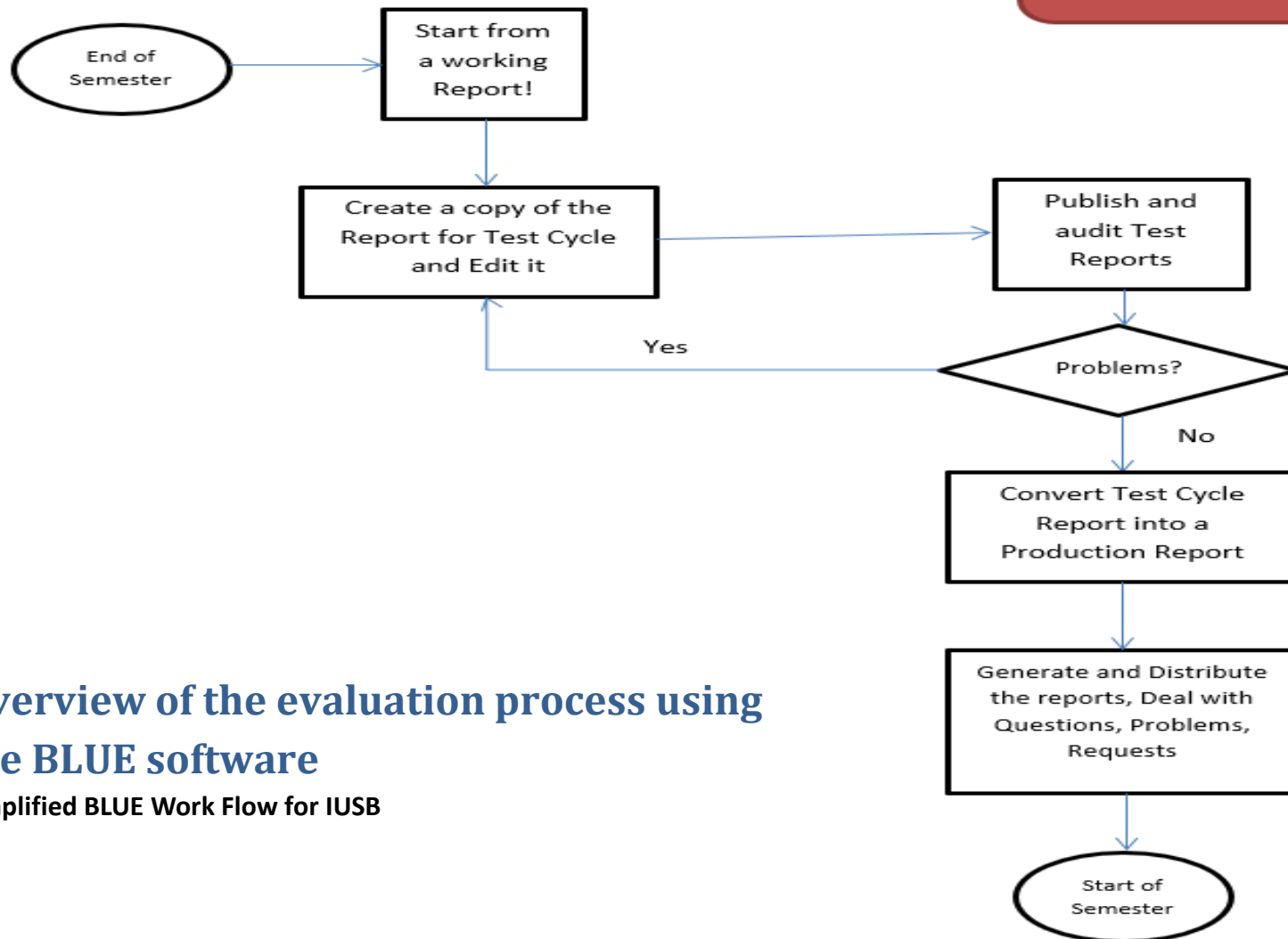


Overview of the evaluation process using the BLUE software

Simplified BLUE Work Flow for IUSB



Generating Reports



Overview of the evaluation process using the BLUE software

Simplified BLUE Work Flow for IUSB



Procedure for Creation of Projects

- Semesters projects are created in the 2nd or 3rd week of the semester.
- This is to allow for typical adjustments to the schedule of classes during the first couple of weeks of the semester.



Campus Policies/Procedures

Courses that are 70 days or shorter:

- **Faculty QP** tasks begin 21 days before the Class-End and end one week later. (faculty have one week to create their personalized questions)
- **Student FO** tasks begin at the end of the QP task. Which means 2 weeks before the final week begins and ends before the final week starts.) (Students have one weeks to do their evals)
- **Faculty SVM** tasks starts at the same time and FO task, and ends at the end of the class + 7 days. (so the faculty have about 3 weeks to look at their response rate)

Courses that are longer than 70 days:

- **Faculty QP** tasks begin 28 days before the Class-End and end one week later. (faculty have one week to create their personalized questions)
- **Student FO** tasks begin immediately after QP ends, and lasts for 2 weeks and end before the final week begins (students have 2 weeks to complete their evals)
- **Faculty SVM** tasks start at the same time as FO task, and end one week after the end of class (so the faculty have 4 weeks to look at their response rate).



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<u>Classes that are 70 days or shorter</u>		<u>Classes that are longer than 70 days</u>	
Days Before Class-End	Event	Days Before Class-End	Event
21	QP invitation	28	QP invitation
18	1 st QP reminder	25	1 st QP reminder
16%	2 nd QP reminder	23	2 nd QP reminder
15	QP end	22	QP end
14	FO invitation	21	FO invitation
11	1 st FO reminder	15	1 st FO reminder
11	SVM invitation	15	SVM invitation
8	2 nd FO reminder	8	2 nd FO reminder
7	FO period ends	7	FO period ends
0	Course End	0	Course End
+7 days	SVM period ends	+7 days	SVM period ends



Policies regarding Student Requests

- Student requests to complete the evaluation during the “final week” are not accepted.
- Student requests related to system or human error issues are addressed on case by case basis:
 - I did not receive any emails from the system
 - I prematurely submitted my evaluation
 - I completed the “wrong evaluation” for the class or instructor
- If Academic affairs determines that the request is reasonable/credible, then the student’s evaluation is “unsubmitted”, allowing him/her to log back in and complete the evaluation.



Procedure for Distributing Reports

- **Creation of Reports:**
 - Semester project ends about 10 to 14 days after semester end-date.
 - Two types of reports are generated (QP and Non-QP).
 - The QP reports are for faculty-eyes only.
 - Non-QP are for administrators (Chairs, deans, etc.)
- **Campus Threshold:**
 - Reports are only generated for courses that have 3 or more responses.
- **Auditing of Reports:**
 - An initial high-level audit is done to check for general number of reports being generated, check for newly added departmental and school-level questions, check for overall changes to report formats, etc.
 - Academic Affairs then distributes the reports to academic units
 - Academic units then perform a more detailed audit and distribute the reports to their faculty. At this point departments may apply additional policies (such as dept. minimum thresholds, etc.) if they wish.



Policies regarding Small Classes

- Small classes larger than 3 students should take affirmative measures to encourage students to complete the course evaluations. (e.g., required assignment, with or without credit)
- Classes smaller than 3 students will not receive a report. Possible solutions:
 - department conduct its own survey
 - combine similar sections in to a larger “shadow section”, then have the larger section evaluated.



Lydia

- Discussion on the distribution of reports...



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CQDM Dept Admin Access (2/16/2018)

Administrative Assistant		NetworkID	Dept 1	Dept 2	Dept 3	Dept 4	Dept 5	Dept 6	Dept 7	Dept 8
Almaguer	Christy	calmague	PSY	LBST						
Andrade	Teresa	tandrade	POLS	GEOG	CJUS					
Ashcraft	Cheryl	ashcraft	EDUC							
Celmer	Tara	tcelmer	NURS							
Downs	Jennie	jendowns	BIOL	CHEM	ANAT	MICR	PHSL			
Forsythe	Karla	Kamforsy	BUS	BUSB	ECON					
Garcia	Francisco	fgarcia	EDUC	HPER						
Hale	Jessica	jesshale	HON							
Huff	Angie	adhuff	COAS							
Jean	Karrie	kmjean	GNST	EALC	FREN	GER	SPAN			
Knefley	Linda	lknefely	CSCI	INFO	PHYS	GEOL	AST	COGS	CNIT	
Markham	Sharquida	smarkham	AHLT	HSC	CLS					
Mendenhall	Pam	pmendenh	JOUR	THTR	FINA	INMS	MUS	TEL	SPCH	COMU?
Miller	Joanne	jomiller	MATH							
Piekarski	Kathi	kpiekars	SOC	ANTH	WGS	SUST				
Pontius	Victoria	vpontius	HIST	PHIL	REL	COGS	AHST			
Highland	Kathi	kathruss	BUS	BUSB	ECON					
Szczyпка	Sue	sszczypk	DHYG							
Weber	Rachel	racweber	ENG	CMLT	LING					



INDIANA UNIVERSITY

Administrative Assistant		NetworkID	Dept 1	Dept 2	Dept 3	Dept 4	Dept 5	Dept 6	Dept 7
Knefely	Linda	lknefely	CSCI	INFO	PHYS	GEOL	AST	COGS	CNIT
Almaguer	Christy	calmague	PSY	LBST					
Andrade	Teresa	tandrade	POLS	GEOG	CJUS				
Downs	Jennie	jendowns	BIOL	CHEM	ANAT	MICR	PHSL		
McFarland	Shay (Sharon)	smcfar6	GNST						
Miller	Joanne	jomiller	MATH						
Piekarski	Kathi	kpiekars	SOC	ANTH	WGS	SUST		AHST	
Pontius	Victoria	vpontius	HIST	PHIL	HON	REL	COGS	AHST	
Tozan	McKenzie	mltozan	ENG	EALC	FREN	GER	SPAN	CMLT	LING
Huff	Angela	adhuff	COAS						
Wort	Nick	nwort	COAS						
Mendenhall	Pam	pmendenh	JOUR	THTR	FINA	INMS	MUS	TEL	SPCH
Ashcraft	Cheryl	ashcraft	EDUC						
Garcia	Francisco	fjgarcia	EDUC	HPER					
Markham	Sharquida	smarkham	AHLT	HSC					
szczypka	Sue	sszczypk	DHYG						
Celmer	Tara	tcelmer	NURS						
Russell-Highland	Kathi	kathruss	BUS	BUSB	ECON				
Forsythe	Karla	kamforsy	BUS	BUSB	ECON				



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<https://cqdm.iu.edu>

Login to CQDM:

Course Questionnaire Data Ma... x +

https://cqdm.iu.edu/?casticket=ST-! 90% Search

Ψ INDIANA UNIVERSITY

Welcome to the Course Questionnaire Data Manager

You are logged in as **hhakimza**, a CQDM campus administrator.

As a campus administrator, you have the ability to alter all courses in the data manager for the campuses and departments to which you have access. You can also add or remove department admins for your authorized campus(es). Department admins can only view or alter courses within the departments to which they have been assigned. In addition to altering courses within a department, department admins may also "Finalize" their assigned departments. Finalizing means the courses are correctly set in the data manager.

As a campus administrator, you can also "hide" courses you do not want department admins to see and view the application logs for actions taken by you and the department admins on your campus(es).

Admin Tools **Edit Course Info** **Finalize Course Info** **Public View**

FULFILLING the PROMISE

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Privacy Notice

CQDM master@b687346 - Server eswebblmscp02.uits.iu.edu (PRD)



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**Select a
Semester
and
Campus**

Course Questionnaire Data Ma... X +

https://cqdm.iu.edu/course/selection/admin 90% Search

INDIANA UNIVERSITY

Ψ

Edit Course Info

Filter Courses

Semester
Show Spring 2017

Department
Show only

Courses Per Page
Show 30 Courses

Course Length
Show only

Campus
Show IUSBA

Class Type
Show only

Show Only

- ☐ Courses marked "Evaluate"
- ☐ Courses NOT marked "Evaluate"
- ☐ Cross-listed/joint-listed courses
- ☐ Courses marked for midterm evaluation
- ☐ Courses with multiple instructors
- ☐ Courses with notes
- ☐ Courses with a topic
- ☐ Hidden courses (0 - campus administrators only)
- ☐ Courses marked "Do Not Update"
- ☐ Courses NOT marked "Do Not Update"

Search for Spring 2017 courses
examples: "basic accounting", "A100", "15763", "hhakimza"
search... Search

hhakimza
campus administrator
homepage

You are currently viewing the IUSBA campus.

You are currently filtering 1717 out of 1717 courses. [Clear All Filters](#)

Available Actions

Set to evaluate	Set to not evaluate	Set custom evaluation dates	Add a note	Download CSV
Set to hidden	Set to unhidden	Set to not update	Set to update	

Displaying courses 1-30 of 1717 in total

Previous 1 2 3 4 5 6 7 8 9 ... 57 58 Next

*Make sure the
campus is correct*



INDIANA UNIVERSITY

Depending
on your
access
rights,
you can
**pick a
department**

Course Questionnaire Data Ma... X +

https://cqdm.iu.edu/course/selection/admin 90% Search

INDIANA UNIVERSITY

Ψ

Edit Course Info

Filter Courses

Semester
Show Spring 2017

Courses Per Page
Show 30 Courses

Campus
Show IUSBA

Department
Show only CSCI clear

Course Length
Show only

Class Type
Show only

Show Only

- ☐ Courses marked "Evaluate"
- ☐ Courses NOT marked "Evaluate"
- ☐ Cross-listed/joint-listed courses
- ☐ Courses marked for midterm evaluation
- ☐ Courses with multiple instructors
- ☐ Courses with notes
- ☐ Courses with a topic
- ☐ Hidden courses (0 - campus administrators only)
- ☐ Courses marked "Do Not Update"
- ☐ Courses NOT marked "Do Not Update"

Search for Spring 2017 courses
examples: "basic accounting", "A100", "15763", "hhakimza"
search... Search

hhakimza
campus administrator
homepage

You are currently viewing the IUSBA campus.

You are currently filtering 54 out of 1717 courses. [Clear All Filters](#)

Available Actions

Set to evaluate Set to not evaluate Set custom evaluation dates Add a note Download CSV

Set to hidden Set to unhidden Set to not update Set to update

Displaying courses 1 - 30 of 54 in total

← Previous 1 2 Next →

	Evaluate	Dept	Alt Dept	Do Not Update	Course	Class Number	Description	Topic	Class Type	Instructor(s)	Enrollment	Cross/Joint Listed	Class Start	Class End	Length	Midterm Evaluate	Eval Start	Eval End	Note
<input type="checkbox"/>	✓	CSCI			A106	2361	INTRODUCTION TO COMPUTING		LEC	HTDINH	46		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2362	INTRODUCTION TO COMPUTING		LAB	MSCHEESS	24		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2363	INTRODUCTION TO COMPUTING		LEC	CWWOLF	12		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2364	INTRODUCTION TO COMPUTING		LAB	KTRAXLER	22		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2365	INTRODUCTION TO COMPUTING		LEC	MSCHEESS	37		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	2366	INTRODUCTION TO COMPUTING		LAB	MSCHEESS	20		01/09	05/06	Regular				



INDIANA UNIVERSITY

Pick which
courses
should be
Evaluated
or Not
Evaluated

Course Questionnaire Data Ma... X +

https://cqdm.iu.edu/course/selection/admin?wpage=2 90%

Search

☐ Hidden courses (0 - campus administrators only)
☐ Courses marked "Do Not Update"
☐ Courses NOT marked "Do Not Update"

You are currently viewing the IUSBA campus.

You are currently filtering 54 out of 1717 courses. [Clear All Filters](#)

Available Actions

[Set to evaluate](#) [Set to not evaluate](#) [Set custom evaluation dates](#) [Add a note](#) [Download CSV](#)

[Set to hidden](#) [Set to unhidden](#) [Set to not update](#) [Set to update](#)

Displaying courses 31 - 54 of 54 in total

[Previous](#) 1 2 [Next](#)

<input type="checkbox"/>	Evaluate	Dept	Alt Dept	Do Not Update	Course	Class Number	Des	Term	Cross/Joint Listed	Class Start	Class End	Length	Midterm Evaluate	Eval Start	Eval End	Note
<input checked="" type="checkbox"/>	✓	CSCI			Y798	3007	PROFSNL PRA			01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			C101	3238	COMPUTER		CL-JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A504	3239	INTRODUCTORY		CL-JL	01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			A106	3244	INTRODUCTION TO COMPUTING	LAB		01/09	05/06	Regular				
<input type="checkbox"/>	✓	CSCI			B100	3298	PROBLEM SOLVING USING CPTRS	LEC	ERISOUTH	8	CL	01/09	05/06	Regular		
<input type="checkbox"/>	✓	CSCI			B100	3299	PROBLEM SOLVING USING CPTRS	LEC	MHOLLOWA	13	CL	01/09	05/06	Regular		
<input type="checkbox"/>	✓	CSCI			A106	3368	INTRODUCTION TO COMPUTING	LEC	MHOLLOWA	41		01/09	05/06	Regular		
<input type="checkbox"/>	✓	CSCI			C151	3405	MULTIUSER OPERATING SYSTEMS	LEC	RADAIKKA	18		01/09	05/06	Regular		
<input type="checkbox"/>	✓	CSCI			C311	3482	PROGRAMMING LANGUAGES	LEC	RADAIKKA	26		01/09	05/06	Regular		
<input type="checkbox"/>	✓	CSCI			A106	3647	INTRODUCTION TO COMPUTING	LAB	MHOLLOWA	17		01/09	05/06	Regular		
<input type="checkbox"/>	✓	CSCI			A106	3648	INTRODUCTION TO COMPUTING	LAB	LIGYU	24		01/09	05/06	Regular		
<input type="checkbox"/>	✓	CSCI			A106	32188	INTRODUCTION TO COMPUTING	LEC	HHAKIMZA	39		01/09	05/06	Regular		
<input type="checkbox"/>	✓	CSCI			A106	32189	INTRODUCTION TO COMPUTING	LAB	MHOLLOWA	16		01/09	05/06	Regular		
<input type="checkbox"/>	✓	CSCI			A106	32190	INTRODUCTION TO COMPUTING	LAB	LIGYU	23		01/09	05/06	Regular		
<input type="checkbox"/>	✓	CSCI			A106	32191	INTRODUCTION TO COMPUTING	LEC		0		01/09	05/06	Regular		

Set to not evaluate

Set courses to not be evaluated online.

[Set Filtered \(54\)](#) [Set Checked \(1\)](#)



Course Questionnaire Data Manager

https://cqdm.iu.edu/course/selection/admin

INDIANA UNIVERSITY

Edit Course Info

Filter Courses

Semester
Show Spring 2017

Courses Per Page
Show 30 Courses

Campus
Show IUSBA

Department
Show only CSCI clear

Course Length
Show only

Class Type
Show only

Show Only

- ☐ Courses marked "Evaluate"
- ☐ Courses NOT marked "Evaluate"
- ☐ Cross-listed/joint-listed courses
- ☐ Courses marked for midterm evaluation
- ☐ Courses with multiple instructors
- ☐ Courses with notes
- ☐ Courses with a topic
- ☐ Hidden courses (0 - campus administrators only)
- ☐ Courses marked "Do Not Update"

Search for Spring 2017 courses examples: "basic accounting", "A100", "J5763", "hhakimza"
search... Search

You are currently editing:

Details: CSCI-Y798 (3007)

PROFSNL PRACTICUM/INTERNSHIP
SPI7-SB-CSCI-Y798-3007

Course Number: CSCI-Y 798
Hossein Hakimzadeh (HHAKIMZA) ✎

Instructor(s):

Students: 0 students ⓘ

Class Type: IND

Length: Regular

Midterm-Evaluate: ☐

Class Dates: 01/09-05/06

Eval Dates: [] - []

Evaluate: ☐

Do Not Update: ☐

Provisioned by SIS: Yes

Notes:

Action Buttons:

- Set to evaluate
- Set to not evaluate
- Set to hidden
- Set to unhidden
- Download CSV
- Edit Course Details
- Duplicate this Course

	Evaluate	Dept	Alt Dept	Do Not Update	Course	Class Number	Description
<input type="checkbox"/>		CSCI			Y798	3007	PROFSNL PRACTICUM/INTERNSHIP
<input type="checkbox"/>	✓	CSCI			C101	3238	COMPUTER PROGRAMMING
<input type="checkbox"/>	✓	CSCI			A504	3239	INTRODUCTORY COURSE
<input type="checkbox"/>	✓	CSCI			A106	3244	INTRODUCTION TO DATA SCIENCE
<input type="checkbox"/>	✓	CSCI			B100	3298	PROBLEM SOLVING
<input type="checkbox"/>	✓	CSCI			B100	3299	PROBLEM SOLVING



INDIANA UNIVERSITY

Viewing the Class Enrollment

Course Questionnaire Data Ma... X +

https://cqdm.iu.edu/course/selection/admin 90% Search

INDIANA UNIVERSITY

hhakimza
campus administrator
homepage

Edit Course Info

Filter Courses

Semester
Show Spring 2017

Courses Per Page
Show 30 Courses

Campus
Show IUSBA

Department
Show only CSCI clear

Course Length
Show only

Class Type
Show only

Show Only

- ☐ Courses marked "Evaluate"
- ☐ Courses NOT marked "Evaluate"
- ☐ Cross-listed/joint-listed courses
- ☐ Courses marked for midterm evaluation
- ☐ Courses with multiple instructors
- ☐ Courses with notes
- ☐ Courses with a topic
- ☐ Hidden courses (0 - campus administrators only)
- ☐ Courses marked "Do Not Update"

Search for Spring 2017 courses

examples: "basic accounting", "A100", "15763", "hhakimza"

search... Search

You are c

Set to evaluate

Set to not evaluate

Set to hidden

Set to unhidden

	Evaluate	Dept	Alt Dept	Do Not Update	Course	Class Number	Desc
<input type="checkbox"/>		CSCI			Y798	3007	PROFSNL PRACT
<input type="checkbox"/>	✓	CSCI			C101	3238	COMPUTER P
<input type="checkbox"/>	✓	CSCI			A504	3239	INTRODUCTORY C
<input type="checkbox"/>	✓	CSCI			A106	3244	INTRODUCTION
<input type="checkbox"/>	✓	CSCI			B100	3298	PROBLEM SOLV
<input type="checkbox"/>	✓	CSCI			B100	3299	PROBLEM SOLV

Details: CSCI-Y798 (3007)

PROFSNL PRACTICUM/INTERNSHP

SP17-SB-CSCI-Y798-3007

Course Number: CSCI-Y 798

Instructor(s): Hossein Hakimzadeh (HHAKIMZA)

Students: 0 students

Class Type: IND

Length: Regular

Midterm-Evaluate: ☐

Class Dates: 01/09-05/06

Eval Dates: -

Evaluate: ☐

Do Not Update: ☐

Provisioned by SIS: Yes

Notes:

Edit Course Details Duplicate this Course

Class	Class	Midterm	Eval	Eval	Note
Start	End	Length	Evaluate	Start	End
09	05/06	Regular			
09	05/06	Regular			
09	05/06	Regular			
09	05/06	Regular			
09	05/06	Regular			
09	05/06	Regular			

Intervene Early



INDIANA UNIVERSITY

Downloading
your Course
Data

Course Questionnaire Data Manager

https://cqdm.iu.edu/course/selection/admin

INDIANA UNIVERSITY

Home Feedback hhakimza

Edit Course Info

Filter Courses

Semester: Show Spring 2018

Courses Per Page: Show 30 Courses

Campus: Show IUSBA

Department: Show BIOL clear

Course Length: Show All Lengths

Class Type: Show All Types

School: Show All Schools

Organization: Show All Organizations

Show

☐ Courses marked "Evaluate"

☐ Courses NOT marked "Evaluate"

☐ Cross-listed/joint-listed courses

☐ Courses marked for midterm evaluation

☐ Courses with multiple instructors

☐ Courses with notes

☐ Courses with a topic

☐ Hidden courses (0 - campus administrators only)

☐ Courses marked "Do Not Update"

☐ Courses NOT marked "Do Not Update"

Search for Spring 2018 courses

examples: 'basic accounting', 'A100', '15763'

Course ID: courseid...

Instructor Details: Instructor firstname, lastname, networkid...

Fewer or equal to x student enrollments: [dropdown]

Search

You are currently viewing the IUSBA campus.

You are currently filtering 34 out of 1625 courses. [Clear All Filters](#)

Available Actions

[Set to evaluate](#)[Set to not evaluate](#)[Set custom evaluation dates](#)[Add a note](#)[Set to hidden](#)

[Set to unhidden](#)[Set to not update](#)[Set to update](#)[Assign alt departments](#)[Download CSV](#)

Displaying courses 1 - 30 of 34 in total

Previous 1 2 Next

	Evaluate	Dept	Alt Dept	Do Not Update	Course	Class Number	Description	Topic	Class Type	Instructor(s)	Enrollment	Cross/Joint Listed	Class Start	Class End	Length	Midterm Evaluate	Eval Start	Eval End	Note
<input type="checkbox"/>	✓	BIOL			I302	15925	INTRO TO BIOLOGICAL SCIENCES 2	LEC	JMCLISTE		27		01/08	05/03	Regular				
<input type="checkbox"/>	✓	BIOL			I302	15926	INTRO TO BIOLOGICAL SCIENCES 2	LAB	KMECKLEN		5	JL	01/08	05/03	Regular				
<input type="checkbox"/>	✓	BIOL			L403	15927	BIOLOGY SEMINAR	SEM	MINAIR		17		01/08	05/03	Regular				
<input type="checkbox"/>	✓	BIOL			L430	15928	INDIV STUDY: GENETICS	IND	KMECKLEN		0		01/08	05/03	Regular				
<input type="checkbox"/>	✓	BIOL			L490	15929	RESEARCH & INTERNSHIPS	IND	ASCHNABE		3		01/08	05/03	Regular				

Intervene Early



INDIANA UNIVERSITY

AutoSave Off

cqdm_export_2018_02_16 - Read-Only - Excel

Hossein Hakimzadeh

FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperAdd-insHelpACROBATTeamTell me what you want to doShare

Clipboard

Font

Alignment

Number

Styles

Cells

Editing

A1

<

Downloading CSV data



INDIANA UNIVERSITY

Questions?

Hossein Hakimzadeh
hhakimza@iu.edu
4517