Academic Excellence

Course Evaluation Tasks

Task	Responsible Persons/Units	Timeline	Cost	Completion Date
Secure funding to upgrade Jenzabar to support online course evaluation.	Provost; President; VP of Finance	Spring 2012 for Upcoming Budget Year	The one-time fee to upgrade Jenzabar to handle this service is **$10,500**.	
Install and configure the Jenzabar upgrade.	Information Systems; Registrar	Fall 2012	NA	
Provide training for the director of institutional planning, assessment and research, assistant registrar, and other appropriate individuals in the use of Jenzabar to conduct course evaluations.	Information Systems; Institutional Planning, Assessment and Research; Registrar	Fall 2012	NA	
Publicize the new course evaluation process to faculty, students, and other members of the college community.	Provost; Faculty; Registrar	Fall 2012	NA	
Implement new online course evaluation process.	Provost; Institutional Planning, Assessment and Research; Registrar; Faculty; Information Systems	Spring 2013	NA	