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Description automatically generated Updated: Fall 2022

As you may have already heard, SPTEs will be retiring at the end of Spring 2023. We are in the process of switching to the Watermark Course Evaluation & Survey (CES) platform. We piloted the platform this semester and will continue to do so in the Spring 2023. As we proceed, we will post communications via various modes. **Email will always be the main source.**

For the Spring 2023 Pilot – CES (Watermark Course Evaluations & Surveys)

If you **need SPTEs** to complete your requirements regarding the annual FAR, T&P, post-tenure review or department policies, you will need to continue to use SPTEs. This pilot is for testing purposes only. The results cannot be used as a normed-based instrument per KBOR policies until it is in full production in the Fall of 2023. If you are unsure if you need SPTEs, check with your department.

If you **do not need SPTEs** for fulfilling these requirements, you can elect to use CES. Please be aware that CES Results cannot be used for any official review. If you choose CES as your source for course evaluations, you will need to use Blackboard. The next document will have additional information.

***In either case, all instructors will need to complete the first step in the CES process****.* You cannot sign up for both evaluations as we don’t want to confuse the students or send them multiple course evaluations for a single course.

*Please note that early in the semester courses for SP23 may not be offered CES as the evaluations will not be ready for setup in early January. Therefore, if you need evaluations for these courses, you will need to submit a SPTEs Request Form.*

First Step:

Instructors will receive an email(s) with instructions on how to **delete** the courses they **do not want** evaluated in the CES pilot program for SP23.

* There could be multiple emails if you teach in multiple parts-of-term.
* There could be courses omitted from your dashboard due to established university parameters.

1. If you need SPTEs for all your courses, then you would delete all courses shown in the Watermark CES Instructor Dashboard.
   1. You would then submit the SPTE Request form for your courses.
2. If you need SPTEs for only some of your courses, then you would delete those courses needed for SPTEs and keep others for CES.
   1. You must still submit the SPTE Request for the courses needed.
3. If you do not need SPTEs for any of your courses, then you would only delete those courses that you do not want evaluated in CES.
   1. You will not need to submit a SPTE Request.

As with all new platforms, policies and procedures may change. We will continue to keep you informed. Please note that this process will take a few years to fully implement. If you have any questions, please contact Sandra Ranney or David Wright.

PLEASE KEEP AS REFERENCE FOR THIS SPRING