

Procedures for Conducting J-Term Electronic SRIs Self-Administered

On the day of the SRI, you will:

- a. Read the statement below
- b. Tell students to open an internet browser and type in: <https://sri.gac.edu/>
(Write <https://sri.gac.edu/> on the board)
- c. Tell students they will then have to log in using their Gustavus username and password.
- d. Tell students to choose your class by clicking on it. Ask if everyone has successfully accessed it. If not, have them come to you in the front of the class for help.
- e. Leave the classroom

Trouble Shooting:

If unable to log in or are having problems submitting your response – try another browser. Trying another browser can fix issues with some students who could not submit their answers.

If there is a problem with students all being able to connect to the internet, here are some options: you can send some to a nearby computer lab, or have some use smart phones or tablets that connect to their cell phone provider's (rather than GAC wireless). We highly discourage allowing them to take it later on their own in an uncontrolled environment.

For other issues, Call GTS at x6111 and ask for Dan Oachs, Paul Hanson, or Tami Aune, and say that it is urgent.

Read to students when administering SRIs:

Gustavus has developed a system for evaluating faculty who teach during J-Term only. The criteria include excellence in teaching as reflected in quality, enthusiasm, effectiveness and concern for student learning, as well as an alignment with the aims and purposes of Gustavus Adolphus College in the Mission Statement.

Student assessments are an indispensable part of evaluating excellence in teaching. The College carefully considers student evaluations when conducting its review of the candidate; they are an indispensable part of that review. We appreciate your thoughtful, candid responses to these questions, and we thank you for your time.

Once it is determined that everyone has gained access to the SRI evaluation form, I will leave the room while you are filling out the evaluations. [Add statement about the time you will return or if a student should come to tell you when all students have finished]

I ask that you remain silent until every student has finished the evaluation. You cannot submit the evaluation unless you have chosen an answer for each of the multiple choice questions.

Be assured that I will not be allowed access to any of the evaluation results until final grades for the course have been submitted. Also, the anonymity of each student is protected. Your name will not be associated with your responses.

Upon successful completion of the evaluation, you should see a message outlined by a green box: "Thank you for providing your thoughtful and honest evaluation of (class name) and for participating in course evaluations at Gustavus." The message will be from Dr. Valerie Banschbach, who serves as Associate Provost and Director of January Term. If you do not see this message, please contact me.

If you experience any problems or if you have recommendations for improvements, there will be an opportunity to provide feedback after you have submitted the evaluation.

Again, thank you very much for providing us with your thoughtful and honest evaluation of the courses.