

## Administering CATS in Team Taught Courses

This is a team taught course; therefore, the instructions for administering the Course And Teacher Survey (CATS) are somewhat different from a regular course. Please be sure to review and follow the general instructions for CATS administration and then follow these additional guidelines.

- Each instructor in the team receives his/her own CATS package which will need to be administered separately. The five digits CRN Number is the same on all sets of forms, followed by a decimal number different for each instructor.
- Distribute one set of CATS to the class, give them the CRN Number (all 6 digits) from the blue section of the Faculty Guidelines for CATS Administration page and stress that they are completing this form as it relates to the instructor whose name is on the same blue section of the Faculty Guidelines for CATS Administration.
- Collect the set of CATS from the students. Complete the sheet marked "Student Proctor Guidelines for Course And Teacher Survey" (Green section on the reverse side of the faculty guidelines), and make sure that the CRN (6 digits) and the name of the instructor match your instructions to the class. Seal the completed CATS and your signature page (making sure that the green stripe shows through the window of the envelope) in the envelope provided.
- Repeat distribution and collection instruction for each set of surveys.

***Make sure you have collected and sealed the CATS forms for one instructor before distributing CATS forms for another instructor.***

***Do NOT mix completed CATS forms for one instructor with those for the other instructor.***

- Return all sealed envelopes directly to the secretary or chair of the instructors' department. If the instructors are from two different departments, you may return both envelopes to the most convenient office.

Thank you for your assistance. If you have any questions, please call the Office of Planning, Training and Institutional Research (94558) or the Office of Academic Affairs (94520).