

# Faculty Guidelines for CATS Administration

## *Dear Faculty Member:*

University policy requires that you administer the Course And Teacher Survey (CATS) this semester. The results will be available within eight weeks after the end of the semester. If you have questions about CATS, contact OPTIR at 94558. The following considerations apply to the administration of CATS:

- Please administer the surveys during the last two weeks of the semester. Allow the students at least 10 minutes to complete the survey; allow additional time if there are supplemental questions. **Administer the survey at the beginning of class.** (If the survey is administered at the end of class, students assume that they can leave when they have finished, and tend to give less serious attention to the survey).
- **Your class is identified by the unique five-digit CRN (shown in large print in the box above). Make sure your students use this CRN number when completing the CATS for this class. Your other classes will have different CRNs. Do NOT use the four-digit catalog course number.**
- If you are teaching a team taught class, special instructions are included in this packet to make sure that each instructor is rated individually.
- Please select a student to administer CATS (specific student instructions appear on the other side of this sheet). The student should follow these instructions and return the completed CATS forms and any other course evaluation material, sealed in the envelope provided, to your department chair or secretary. You should **NOT** be in the room while CATS are being completed. Please explain that you will not see the results of these surveys until after grades have been submitted.

- You may have received supplemental questions from your department or college. There is space to answer 26 supplemental questions on the back of the CATS form. If you received supplemental questions, please give these materials to your student proctor for distribution with the CATS and allow more time for students to complete the survey. If your college or department is not using all of these spaces, you may add your own questions in the unused spaces. You will receive a report of the students' answers to your supplemental questions.

- **Students may use pencil or blue or black ink to complete the CATS form.**

- As soon as the data are tabulated, you will be notified that your individual report is available electronically on a secure server that only you can access. Within a few weeks, your department chair will receive the original CATS forms (which include the open-ended comments). After reviewing the open-ended comments, the chair will return the original forms to you.

Thanks again for your participation in this very important process. Should you have any questions about CATS administration, please contact me by email (John.Johannes@villanova.edu) or telephone (610/519-4520). You may also contact the Office of Planning, Training and Institutional Research by email (Nurit.Friedman@villanova.edu) or telephone (610/519-4558).

*John R. Johannes*  
*Vice President for Academic Affairs*

# Student Proctor Guidelines for CATS Administration

## Office of Planning, Training and Institutional Research

**Dear Villanova Student:** Thank you for administering the Course And Teacher Survey (CATS). Results are extremely important. They help instructors improve teaching and are used in faculty evaluations by chairs and deans. Please follow the guidelines below very carefully:

- The instructor will ask you to administer CATS sometime during the last two weeks of class. Give classmates at least 10 minutes to complete the CATS, longer if there are supplemental questions. The instructor should **NOT** be in the room while the surveys are being completed. Tell the class that the instructor will not get CATS results until after grades have been submitted.

- The instructor may give you supplemental questions. There is space on the back of the CATS form to answer. Some instructors may also have narrative questions on separate sheets. Please distribute all materials at the same time. **Students may use pencil or blue or black ink to complete the CATS form.**

- **Students must enter a "CRN Number" on the CATS form. The CRN for this class is in large numbers on the other side of this sheet (do NOT use the 4-digit course number). Write the CRN (5-digits and one digit to the right of the decimal on the board where all can see it. It is essential that the CRN be accurate.**

- If applicable, there are special instructions for team taught courses in the envelope. These describe how to administer the CATS so that each instructor is rated separately.

- Tell students you will return all materials directly to the departmental secretary or chair. The instructor will **NOT** get results or forms until after grades have been submitted.

- After students have finished, place everything in the envelope. **Make sure that the green box and the words "Office of Planning, Training and Institutional Research" show through the window.** Remove the protective strip to seal the envelope.

Give the sealed envelope directly to the instructor's departmental secretary or chair during business hours. The sealed envelope will be forwarded to OPTIR for processing.

- If you can't get to a departmental office during business hours, you may take the sealed envelope to the **Part-Time Studies Office on the first floor of Vasey Hall** (Room 107). This office is open until 8:00pm. After hours, there is a mail slot marked "Part-time Studies" in the neighboring door where materials may be dropped.

Thanks again for your assistance. Please complete the information below.

**John R. Johannes**  
**Vice President for Academic Affairs**

**Did the administration of CATS for this course follow the above guidelines?**  
(M one) ..... Yes -  No -

*If you answered "No", check the guidelines that were not followed from the following list:*

- Students were informed that the instructor will not see the results of the survey until after the final grades have been submitted.
- Survey was administered in the last two weeks of the semester
- Survey was administered in the beginning of class
- Instructor allowed at least ten minutes for the completion of the survey
- Instructor was not be in the room when the survey was administered
- Packet was not returned to the instructor and the instructor not see the forms after they were filled out.

Your Name (print): \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_