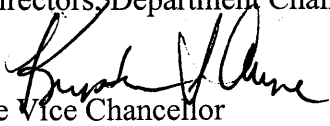




September 1, 2009

**MEMORANDUM**

TO: Mānoa Deans, Directors, Department Chairs & Instructional Faculty

FROM: Krystyna Aune   
Interim Associate Vice Chancellor  
for Academic Affairs

SUBJECT: e-CAFE

I'm writing to you in my new capacity as Interim Associate Vice Chancellor for Academic Affairs, charged with overseeing the Office of Faculty Development and Academic Support (OFDAS). A pressing issue has been brought to my attention – CAFE (the course and faculty evaluation system). As a result of the budget crisis, **OFDAS can no longer support the paper version of CAFE, effective this semester**. While we would have preferred a longer phase-in/transition period, OFDAS' budget has been cut more than 20% and it cannot continue to support CAFE in its paper version and provide its other services to faculty. However, **the electronic evaluation system, e-CAFE, will be available for faculty to use**. ITS (Information Technology Services) has conducted 3 successful pilot tests using e-CAFE and many faculty and departments have already participated.

While there have been concerns about electronic evaluation systems raised in the past, regarding issues such as lower response rate, I'm pleased to report that the research evidence clearly demonstrates the effectiveness and efficiency, and increased usage of online evaluation systems. Specifically, national studies show the following positive features (among others): no pattern revealing a response bias; comments on online evaluations are more frequent and lengthy; online systems are more efficient and free up class time; are more confidential; less expensive; and "greener". For more information on electronic evaluations, check the following link [http://manoa.hawaii.edu/assessment/reports/pdf/ecafe\\_research.html](http://manoa.hawaii.edu/assessment/reports/pdf/ecafe_research.html).

As you're well aware, all instructional faculty members are expected to produce evidence of their teaching effectiveness, although no specific method of gathering such evidence is required. To assist faculty in transitioning to the online evaluation system, training sessions and online assistance will be made available.

- QuickTime movie: "An Introduction to e-CAFE" (filmed in spring 2009)
- OFDAS [Gerald Meredith, Clifford Fujimoto, x68075]
- [eCAFE website](#)

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**If your department plans to use e-CAFE in fall 2009, email [ecafe-uhm@hawaii.edu](mailto:ecafe-uhm@hawaii.edu) before September 15, 2009** to establish an account. Of course, departments may choose to utilize their own evaluation system if they wish.

Thank you for your understanding and cooperation during these challenging times.

c: Vice President and Chief Information Officer Lassner  
Vice Chancellor Dasenbrock  
Director Meredith