From: Charles Kinoshita

To: CTAHR Instructional Faculty

RE: eCAFE course evaluation system

Dear CTAHR instructional faculty: I received a number of questions in response to my earlier e-mail message informing you that CAFÉ is being discontinued and, hereafter, only eCAFE will be used at UHM. I've had several e-mail exchanges with UHM's Center for Instructional Support (the CAFÉ folks) and met with them to gain some insight. I hope the following sheds some light on the matter.

1. Colleges or departments can "register" (set-up an account) to add college-level or department-level questions to the eCAFE questionnaires. The deadline for registering (i.e., send the information requested below to Clifford Fujimoto at ecafe-uhm@hawaii.edu) is next Tuesday. Once an account is set-up, the deadline for colleges and departments to select questions to be included in the eCAFE questionnaires is September 30.
2. Whether or not the college or department registers to participate in eCAFE, all teaching faculty will be notified at some point in the semester that eCAFE is ready for faculty to sign-up and select questions for the eCAFE questionnaires.
3. Unlike CAFÉ, there is no limit to the number of questions that appears in eCAFE questionnaires. Please don't make the questionnaire too long.
4. One drawback with eCAFE has been lower student participation than with CAFÉ. Whereas student participation with CAFÉ was essentially 100%, the yield for eCAFE, though increasing, has been only around 50%. Some instructors have stated in their course syllabi that all students are expected to participate in eCAFE (enforcement, of course, is tough).

Some faculty have suggested that CTAHR set-up an eCAFE account and select college-wide questions. I think that's a great idea and will seek some input from faculty on that matter.

Please contact me if you have any questions.

-------------------------------INSTRUCTIONS SENT TO DEPARTMENTS FROM CENTER FOR INSTRUCTIONAL SUPPORT-------------------------------

To establish an account you must identify a contact person within your organization who will be responsible for setting up various preferences for your organization such as selecting whether participation is compulsory or optional, questions sets that will appear on all evaluation forms, etc.
** For an overview of the eCAFE system click on the link for the ITS Brown Bags session located near the bottom of the page.

Specify the name of the organization for which your contact person represents (i.e.

college, division, department, or subject.)

Campus:
Organization Name:
Contact Name:
UH Email Address:
Phone:

Once an account has been established the contact person will receive an email notification. If you have questions please contact me at ecafe-uhm@hawaii.edu.

- Clifford Fujimoto, CIS

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eCAFE: electronic Course And Faculty Evaluations

eCAFE is an entirely online evaluation system, everything from setting the questions, to the students taking the surveys, to viewing the results is done online at http://www.hawaii.edu/ecafe.

There are 4 phases to eCAFE:
· Staff Setup (Tue., Sept. 1 – Wed., Sept. 30) - The contact person is an officially designated user representing an organization (A campus, college, division, department, or subject).   This user sets questions that will appear on all surveys for courses within that organization. The contact person also designates a few instructor-specific settings.

· Instructor Setup (Mon., Oct. 5 – Thu., Oct. 29) – Instructors select questions to be added to their survey in addition to those selected by Staff.

· Evaluation (Mon., Nov. 23 – Thu., Dec. 10) – Students submit their completed evaluations.

· Results (Mon., Dec. 28) – Evaluation results are available for viewing.

For more information please visit our FAQ page at http://www.hawaii.edu/ecafe/faq.jsp

We also have a brown bags presentation that goes through the entire eCAFE cycle. The demo portion of the video is approximately 11 minutes long and is located at: http://www.hawaii.edu/its/brownbags-trainings/brownbags_sp09_eCafe.mov

There will be additional brown bags presentations this semester:

Thursday, September 17 @ 11:30 – Overview of eCAFE with a focus on the Staff role.

Friday, October 2 @ 11:30 – Overview of eCAFE with a focus on the Instructor role.

Thursday, October 15 @ 11:30 – Overview of eCAFE with a focus on the Instructor role. This will be a repeat of the October 2nd presentation.

Potential Common College-wide eCAFE Questions

1. I developed the ability to solve real problems in this field.
2. I developed the ability to communicate clearly about this subject.
3. I developeda greater sense of personal responsibility.
4. I developed more confidence in myself.
5. The course made me think hard and carefully.
6. The instructor treated students fairly.
7. The instructor treated students with respect.
8. The instructor keeps students informed of their progress.
9. The instructor was available for consultation with students.
10. Work requirements and grading system were clear from the beginning.