



August 6, 2018

TO: Department Chairs  
Council of Academic Advisors

FROM: Michael Bruno  
Interim Vice Chancellor for Academic Affairs and  
Vice Chancellor for Research

A handwritten signature in black ink, appearing to read 'Michael Bruno'.

SUBJECT: NEW COURSE EVALUATION SYSTEM (CES), EFFECTIVE FALL 2018

Over the 2017-2018 academic year, pursuant to the May 20, 2017 UHMFS "Resolution toward implementation of the UH-Mānoa "Course Evaluation System," the UH Faculty Senate Committee on Academic Policy and Planning (CAPP) developed the common institutional questions that will be included on the Mānoa New Course Evaluation System beginning in Fall 2018. CAPP developed these questions drawing on e-CAFE, questions from peer and benchmark institutions and other sources. To leave room for Departmental and Individual questions, CAPP submitted the following six common questions to be included on the new CES for Mānoa in the following order:

1. The instructor treats students with respect.
2. The instructor demonstrated knowledge of the course content.
3. This course challenged me intellectually.
4. The instructor both sets high standards and helps students achieve them.
5. The instructor was available for consultation.
6. Considering everything, how would you rate this course?

Along with CAPP, the OVCAA confirms that the primary purpose of the course evaluation is to aid the instructor by providing feedback about the course. It is also important to note that many, if not most, faculty use course evaluations when making their case for teaching excellence in tenure and promotion decisions.

Now that Mānoa's common questions have been determined the next step is for Departments to identify questions for the CES. Departments may already have common questions or may wish to revise or create questions. An additional 3-5 questions is recommended, but not mandatory. Individual faculty will be able to develop questions of their own at a later date with information to follow.

2500 Campus Road, Hawai'i Hall 209  
Honolulu, Hawai'i 96822  
Telephone: (808) 956-8447  
Fax: (808) 956-7115

Department Chairs  
Council of Academic Advisors  
August 6, 2018  
Page 2

Additionally, based upon an agreement between President David Lassner and the All Campus Council of the Faculty Senate Chairs (ACCFSC), Departments must decide with whom to share results. The options include:

- (a) All results will be shared with the faculty chair.
- (b) Only non-tenured faculty results will be shared with the faculty chair.
- (c) No results will be shared with the faculty chair (default).

Please send your list of Departmental questions and decision with whom to share reporting results to Robyn Okumura at [chowhojr@hawaii.edu](mailto:chowhojr@hawaii.edu) as soon as possible but no later than October 1, 2018. Should you have any questions please direct them to Robyn.

Attachments:

1. Update on Implementation of Course Evaluation System (CES) – eCAFE Replacement
2. New Course Evaluation System FAQ

c: Academic Deans  
MFS SEC Chair  
CAPP Chair  
Hae Okimoto