

Evaluate Role Definitions

Article Number

000088571

Information

NOTE: Roles are not exclusive. An individual may fill multiple roles based on the goals and workflow of your institution and a role may be filled by multiple people. The individual(s) will be responsible for all responsibilities and time commitments in each role. *As decisions are made regarding the coordination, timeline, and roles of campus members, consideration of these factors will be essential to a successful implementation.*

Evaluate Primary Contact

What are the responsibilities of an Evaluate Primary Contact?

This role is responsible for the development and oversight of Evaluate. The primary contact will be the main point of contact during implementation, rollout, and continued development of Evaluate. They will be responsible for implementing the Evaluate platform with an understanding of its relationship to the campus' course evaluation strategy. The Primary Contact will also be informed about all product updates, additional features and integrations, and have direct connection to the Evaluate consultant. For questions that arise regarding the contract, site configuration, or changes to the community, the primary contact will always serve as the primary point of contact.

On other Campuses, who has been an Evaluate Primary Contact?

Primary Contact have held such titles as Associate Provost, Registrar, Learning Assessment Director, Director of Institutional Research, Associate Dean, Administrative Assistant.

What is the level of involvement and time commitment of an Evaluate Primary Contact in onboarding and implementation?

Onboarding	Technical Implementation	Implementation Training	Launch
High	High	High	High

What is the level of involvement and time commitment of an Evaluate Primary Contact after launch?

An Evaluate Primary Contact will be involved in the Core Data preparation during onboarding and technical implementation. They will attend a three-part Implementation Training series introducing settings and functionality of the tool. If utilizing the IDEA Student Ratings of Instruction (SRI), there will be an additional three-part Training series focused on the selection of Relevant Objectives, how to engage instructors with the course evaluation process, and reporting.

The Primary Contact will be a contact point on campus for users as well as a contact point for Anthology regarding check-ins, product updates, and product communications.

Evaluate Site Administrator

What are the responsibilities of an Evaluate Site Administrator?

This product specific role is responsible for the maintenance of Evaluate, including contributing to the initial

site construction, controlling settings, determining users and permissions, and understanding the detailed functionality of the tool. They will be responsible for implementing the Evaluate platform with an understanding of its relationship to the campus' course evaluation strategy. The Site Administrator will be responsible for communicating choices concerning the platform to relevant stakeholders on campus. We recommend that there are between 1-3 Site Administrators for Evaluate. Sometimes, a campus distributes these duties over 2 - 3 people. For instance, a subject-matter expert in Institutional Effectiveness or Academic Affairs and an administrative assistant for support and maintenance.

On other Campuses, who has been an Evaluate Site Administrator?

Site Administrators have held such titles as Associate Provost, Registrar, Learning Assessment Director, Director of Institutional Research, Associate Dean, Administrative Assistant.

What is the level of involvement and time commitment of an Evaluate Site Administrator in onboarding and implementation?

Onboarding	Technical Implementation	Implementation Training	Launch
High	High	High	High

What is the level of involvement and time commitment of an Evaluate Site Administrator after launch?

Evaluate Site Administrators will be involved in the Core Data preparation during onboarding and technical implementation. They will attend a three-part Implementation Training series introducing settings and functionality of the tool. If utilizing the IDEA Student Ratings of Instruction (SRI), there will be an additional three-part Training series focused on the selection of Relevant Objectives, how to engage instructors with the course evaluation process, and reporting.

The Site Administrator will be a contact point on campus for users as well as a contact point for Anthology regarding check-ins, product updates, and product communications.

KB Product

Course Evaluations

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Title

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