May 25, 2016

MEMORANDUM

TO: Deans and Department Chairs
    University of Hawai'i at Mānoa

FROM: Kathleen O. Kane, Director
    Office of Faculty Development and Academic Support

SUBJECT: Electronic Course & Faculty Evaluation (eCAFE) for SUMMER 2016

The Office of Faculty Development and Academic Support (OFDAS) welcome all faculty, colleges, and departments to participate in eCAFE, an entirely online evaluation system. With eCAFE everything from setting the questions, to the students taking the surveys, to viewing the results is done online at: http://www.hawaii.edu/ecafe.

eCAFE is a campus-wide evaluation option for understanding how courses and instructions are perceived on the Mānoa campus, for assisting faculty gathering evidence of course and student satisfaction, and for eliciting student suggestions on developing a better course. eCAFE offers customized evaluation questionnaires from a bank of more than 330 rating and open-ended items.

Benefits to eCAFE include:

• **No more filling out forms** to put the same questions on your evaluation each semester. eCAFE lets you copy survey questions from one semester to another with a click of a button.
• **Instant results**: get your results back shortly after grades are due.
• **Save class time**: no more giving up the last 15 minutes right before finals to administer the evaluation. Students would rather have more time to review.
• **Stored results**: survey results are stored indefinitely.
• **Send results**: survey results can be sent to department chairs and colleagues and published online.

A college/department may opt to set up an account to manage eCAFE for their faculty. With an account the organization can select a set of questions to appear on all surveys and decide whether faculty participation is mandatory or optional. If your organization would like to use eCAFE this semester, please contact us at ecafe-help@lists.hawaii.edu prior to the Staff Setup period so we may set up an account for you. It is strongly recommended for each department to have at least two eCAFE contact persons. The contact person will be able to assist with the coordination of this service and we would appreciate your response with their names and contact information if you have not done so already.
All faculty (even those in a college/department that does not have an account) may participate in eCAFE by logging into the eCAFE's website during the Instructor's Setup period and turning on surveys for their course(s). In the past some faculty were not able to participate due to lack of information so please share this information with all your faculty.

**eCAFE TIMELINE FOR 2016 SUMMER SESSION I:**

- **Staff Setup (Mon., May 23 — Thurs., June 2)** — If a college, department, or subject has set up an account with eCAFE the designated unit representative sets questions that will appear on all surveys for courses within that unit as well as apply instructor-specific settings.

- **Instructor Setup (Mon., June 6 — Thurs., June 16)** — Instructors select questions to be added to their survey.

- **Student Evaluation Period (Mon., June 20 — Thurs., June 30)** — Students submit their evaluations.

- **Results (Thur., July 14)** — Evaluation results are available for viewing.

- **Publish (Mon., August 1)** — Published results are released for public viewing.

**eCAFE TIMELINE FOR 2016 SUMMER SESSION II:**

- **Staff Setup (Tues., July 5 — Thur., July 14)** — If a college, department, or subject has set up an account with eCAFE the designated unit representative sets questions that will appear on all surveys for courses within that unit as well as apply instructor-specific settings.

- **Instructor Setup (Mon., July 18 — Thurs., July 28)** — Instructors select questions to be added to their survey.

- **Student Evaluation Period (Mon., August 1 — Thur., August 11)** — Students submit their evaluations.

- **Results (Thur., August 25)** — Evaluation results are available for viewing.

- **Publish (Mon., September 12)** — Published results are released for public viewing.

For more information:

The eCAFE FAQ page at [http://www.hawaii.edu/ecafe/faq.jsp](http://www.hawaii.edu/ecafe/faq.jsp) includes a visual walk-through for staff, instructors, and students.

If you have any questions or problems with the system, please send an email to: cefe-uhtm@lists.hawaii.edu.

Best wishes and good luck using eCAFE.

c:  Vice Chancellor Dasenbrock
    Associate Vice Chancellor Halbert
    eCAFE Contacts
    Secretaries