

Accessing Student Opinion Survey (SOS) Summary Reports

As completed packets are processed and validated, faculty will begin to have on-line access to their reports immediately after the deadline for final grades. The processing cycle typically takes up to two months to complete for the fall and spring terms; summer terms are completed in a shorter time frame.

Dean and departmental offices will be granted access to their respective reports at the end of the cycle. Institutional Research will provide a password to the dean and departmental SOS contacts each semester via e-mail to access their reports. **NOTE:** To ensure the accuracy of the SOS data, instructor, department, college and university results will not be released until all survey packets have been processed.

Summary reports will continue to be archived in the Library.

Screen 1: Administration Log-In Screen

Website Address: <https://ssl.cmich.edu/sos2> **Global ID:** Admin

Password: A new password will be provided by OIR each semester at the end of the processing cycle

The screenshot shows a web interface for logging into the Faculty Evaluation Reports system. On the left is a yellow sidebar with a 'CMU Home' link. The main content area has a maroon header with the text 'Faculty Evaluation Reports' and 'Log In'. Below the header, there are two input fields: 'Global ID' and 'Password'. Below these fields are two buttons: 'Submit' and 'Reset'. At the bottom of the page, there is a note: 'For further information or assistance, call the Office of Institutional Research and Planning at (989) 774-3933'. The CMU logo is visible in the top right corner.

Screen 2: Accessing Summary Reports

Various reports are accessible by utilizing pull down menus. Begin by choosing the year and term.

- The “Select University/College/Combined Department” menu will give you access to the university, an individual college or a combined department with multiple designators summary.
- The “Select Department” menu will give you summary information on a single designator or department.
- Entering information only in the Faculty Global ID menu will give you an instructor summary for a particular instructor. This report is a combined average for all sections taught by the instructor for a given semester.
- Entering only a course reference number in the “CRN” field will give you a summary for a specific CRN. This report does not identify the instructor(s). For team taught sections, the summary will show a combined average of all the instructors who taught the course.
- Entering information into both the “Faculty Global ID” and “CRN” will give you a section summary for an individual faculty member.
- Utilize the “Reset” option to clear all fields before accessing another summary report.

Choose Report Criteria

Select the relevant report options shown below. You can select either a *College/Department/University wide report* or enter the *Faculty Global ID* and/or the *CRN*, to view the report.

After you click *Submit* button, the evaluation report matching the criteria selected on this page, will be displayed.

Year & Term: Summer I - 2003 ▼

Select University/College/
Combined Department:

**** Or select the *Department* below ****

Select Department:

**** Or enter the *Faculty Global ID* below ****

Faculty Global ID:

Don't know the Faculty Global ID? [Click here.](#)

Submit

Reset

Printing a Summary Report for the First Time

Before printing a summary for the first time, utilize your print preview option to see if adjustments need to be made to the margin setting on the document to fit the data on one page. If necessary, access the page set-up option under “File” to set the right and left margins at .25” and the top and bottom margins at .5”. Also clear any header or footer information that appears in the page set-up window. The printer will retain these settings for future print requests.

Identifying the Various Summary Reports

The following pages will give instructions on how to identify the various types of reports. A full example of a Section Summary Report follows to show how the data will be formatted for all summary reports.

Information appearing in all fields at the top of the report will distinguish this report as a Section Summary:

Student Opinion Survey Report

College: Business Administration
 Instructor: Meier, Mary – meier1me
 Recorded Enrollment: 42
 No. of Responses: 25

Department: Accounting
 Course: 10222 - ACC 000
 Course Name: FUNDAMENTALS OF ACCOUNTING
 Term: Summer I 2003

<u>Your Gender</u>	<u>Male</u>	<u>Female</u>							<u>Total Responses</u>
	11 (0.44)	14 (0.56)							25
<u>This Course is</u>	<u>Required</u>	<u>Elective</u>							
	24 (1)	0 (0.00)							24
<u>Expected Grade</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>CR - Credit</u>	<u>NC - No Credit</u>		
	6 (0.24)	8 (0.32)	11 (0.44)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	25	
<u>CMU Cumulative GPA</u>	<u>3.50-4.00</u>	<u>3.00-3.49</u>	<u>2.50-2.99</u>	<u>2.00-2.49</u>	<u>Less than 2.00</u>	<u>No CMU GPA</u>			
	2 (0.083)	10 (0.417)	2 (0.083)	8 (0.333)	0 (0.00)	2 (0.083)	24		
<u>Material made me uncomfortable</u>	<u>Strongly Agree</u>	<u>Agree</u>	<u>Agree nor Disagree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>				
	0 (0.00)	1 (0.043)	4 (0.174)	2 (0.087)	16 (0.696)			23	
<u>Question Text</u>	<u>Strongly Agree</u>	<u>Agree</u>	<u>Agree nor Disagree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>	<u>Mean</u>	<u>Standard Deviation</u>	<u>Total Responses</u>	
Instructor's teaching helped me learn	6 (0.24)	11 (0.44)	2 (0.08)	6 (0.24)	0 (0.00)	2.68	1.1776	25	
Treated students with respect	16 (0.64)	5 (0.2)	4 (0.16)	0 (0.00)	0 (0.00)	3.48	0.5696	25	
Accessible to students	12 (0.48)	10 (0.4)	3 (0.12)	0 (0.00)	0 (0.00)	3.36	0.4704	25	
Organized course well	10 (0.4)	9 (0.36)	5 (0.2)	1 (0.04)	0 (0.00)	3.12	0.7456	25	
Presented course material well	8 (0.32)	8 (0.32)	3 (0.12)	5 (0.2)	1 (0.04)	2.68	1.4976	25	
Seemed well prepared	10 (0.4)	9 (0.36)	4 (0.16)	2 (0.08)	0 (0.00)	3.08	0.8736	25	
Was enthusiastic about subject	10 (0.4)	10 (0.4)	4 (0.16)	1 (0.04)	0 (0.00)	3.16	0.6944	25	
Overall instructor effectiveness	10 (0.4)	7 (0.28)	5 (0.2)	3 (0.12)	0 (0.00)	2.96	1.0784	25	
Additional Question (#9)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	0	0	0	
Additional Question (#10)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	0	0	0	

- Number outside the parenthesis represents *Number of responses*.
- Number within the parenthesis represents *Percentage for each response*.
- *Recorded Enrollment* reflects the Registrar's official enrollment for all course offerings in respective area.
- The *Mean* and the *Standard Deviation* are calculated by assigning the following values to the response options: Strongly Agree=4, Agree=3, Agree nor Disagree=2, Disagree=1, Strongly Disagree=0

Example of Instructor Summary Heading:

Information appearing only in the *Instructor*, *Recorded Enrollment*, *No. of Responses* and *Term* fields distinguishes this report as an Instructor Summary. This summary reflects the mean for all sections that an instructor has taught during a particular term.

Student Opinion Survey Report

College: NA	Department: NA
Instructor: Meier, Mary – meier1me	Course: NA
Recorded Enrollment: 30	Course Name:
No. of Responses: 20	Term: Summer I 2003

Example of Designator Summary Heading:

Information appearing only in the *College*, *Recorded Enrollment*, *No. of Responses*, *Department*, *Course* and *Term* fields distinguishes this report as a Designator Summary. For those departments comprised of a single designator, this report is also the Department Summary. This summary reflects the mean for all sections taught within the designator during a particular term.

Student Opinion Survey Report

College: Communication & Fine Arts	Department: Speech Communication & Dramatic Arts
Instructor: NA	Course: All courses designated IPC
Recorded Enrollment: 72	Course Name: NA
No. of Responses: 32	Term: Summer II 2003

Example of Department with Multiple Designators Summary Heading:

Information appearing only in the *College*, *Recorded Enrollment*, *No. of Responses*, *Department (Combined)* and *Term* fields distinguishes this report as a Department Summary. This summary will allow those departments with multiple designators to have one inclusive summary report.

Student Opinion Survey Report

College: Humanities & Social & Behavioral Sciences	Department: Sociology, Anthropology & Social Work (Combined)
Instructor: NA	Course: NA
Recorded Enrollment: 162	Course Name: NA
No. of Responses: 104	Term: Summer I 2003

Example of College or University Summary Heading:

The word, *University or the name of a college*, appearing in the *College* field distinguishes this report as the College or University Summary. This summary reflects an overall mean for all sections in the college or university.

Student Opinion Survey Report

College: University (or specific College)	Department: NA
Instructor: NA	Course: NA
Recorded Enrollment: 4427	Course Name: NA
No. of Responses: 2099	Term: Summer II 2003