

Dear Queens College Students,

Following a vote by faculty and students in the Academic Senate, all course evaluations will online this semester. The questionnaire is exactly the same as in past years, but this semester you fill it out and submit it electronically, from this website:

<http://www.qc.cuny.edu/courseevaluation>

Log in using your Active Directory account (the one you use for login with the computers at the College). If you don't have an Active Directory account, you can easily set one up at the Queens College Account Management System website: <https://cams.qc.cuny.edu>.

When you log in and click on **Roster**, you will see a list of your courses for the semester. To evaluate a course, click on **evaluate** for that course, and complete the standard 22 item questionnaire.

The evaluation period will be from Monday, November 24th through Thursday, December 11th. During that period you can evaluate your courses at any hour of the night or day, from any computer with Internet capability.

ALL COURSE EVALUATIONS WILL BE STORED ANONYMOUSLY – YOUR EVALUATION WILL HAVE NO IDENTIFYING INFORMATION.

INCENTIVES: Each time you evaluate a course, you are entering a lottery which gives you a chance to win one of the following:

1. **Two spring semester parking decals (value \$90 each).**
2. **Twenty-five bookstore vouchers (value \$75 each).**
3. **50 \$5 food coupons, redeemable at any of the campus food services.**
4. **5 pairs of AMC Loews Theatre movie tickets.**

This new format for course evaluations has two main advantages.

The first is accessibility – all courses can be evaluated by all students enrolled, at any time between November 24th and December 11th. In past years, the questionnaires were not distributed in all classes, and were not filled out by any students who were absent on distribution day.

The second is that the results will be available by early January, just after grades are submitted. Summary evaluation information for each course will be available at <http://courses.qc.cuny.edu>.

It is extremely important that we hear from each of you about the courses you are taking. Course evaluations are important for both students and faculty, so please take the time to evaluate each of your courses.

Dean Savage, Chair, Queens College Academic Senate
Adjani Papillon, Student Association President
Eva Fernández, Director, Center for Teaching and Learning
Susan Croll, Chair, Committee for Teaching Excellence and Evaluation
Margaret McAuliffe, Director, Institutional Research
Naveed Hussain, Director, Office of Converging Technologies