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ANNOUNCEMENT NEWSFLASH

Archiving Course Evaluations

Faculty Expected to Download/Archive All Course Evaluation Reports from Digital Measures by June 1, 2020

A Message from our Provost, Dr. Prabhat Hajela

We are excited to announce that we will be changing vendors for the tool which hosts and stores our course syllabi and course evaluations. Digital Measures is the current tool that has supported our campus these past 8 years and now we will be using [Assessment, Evaluation, Feedback & Intervention System \(AEFIS\)](#). We went through a very extensive review and RFP process and are very excited to be partnering with AEFIS.

To prepare for the transition, implementing the course evaluation tool is our top priority. **Our goal is to begin using AEFIS for course evaluations beginning Summer 2020.** We are starting the implementation process in March with hopes to attain this goal.

Our contract with Digital Measures ends July 2020. **Therefore, in preparing for the transition, it is the responsibility of all faculty, instructors, and Graduate TAs to download and store their individual course evaluations to their own systems from the past years no later than June 1, 2020.** As a note, when running reports, the recommendation is to run one term at a time as this offers the best format for the reports. Therefore, be sure to leave enough time to complete this very important task.

- Faculty are accountable for ensuring they have their course evaluations through the years with Digital Measures. Access to Digital Measures will close soon after June 1, 2020.
- We have been using Digital Measures since Fall 2011.
- The School of Engineering is the only school that offers midterm course evaluations. Hence, the School of Engineering faculty need to be aware to also run their midterm evaluation reports.
- Graduate TAs should be using the following login to access their Course Evaluations: <https://cr.digitalmeasures.com/login/rpi/faculty>

Please visit the following link to view a tutorial on running the course evaluation report:

[Running Course Evaluation Reports in Digital Measures](#)

As an institute, we are archiving the course evaluations by school and then by department. Filtering by department will be the furthest to drill down. The Provost's Office will receive a master copy of all of the course evaluations and each School Dean will receive a master copy for their school.

There will be further information coming forward on our new tool as we begin and learn more about the implementation process.