

YOU make the difference in response rates!

Top 10 Ways to Increase SELFI Responses

1. Add a paragraph to your course syllabus about the SELFI and include SELFI dates to your class schedule/course outline.
2. Consider administering a mid-term evaluation similar to the SELFI. The earlier feedback should provide you some time to adjust your class enough to make a difference.
3. Set aside time in class to complete the SELFI.
 - a. Pick a day during the open course evaluation dates with peak attendance.
 - b. Administer at the start of class instead of the end.
4. Announce to students ahead of time to bring their internet-enable device to class in order to complete the evaluation. Or you may prefer to reserve a computer lab during class time to complete the evaluations.
5. Explain to your students how important SELFI evaluations are to you, your department, and the institution. Explain how their course evaluations will be used – Promotion and Tenure to Academic Program Review, and tell your students of a change you have made as a result of feedback received on a course evaluation or identify something you continue to do (assignment or activity) based on student responses.
6. Discuss the evaluation. A conversation about the evaluation can help you establish rapport with your students. Discuss how to provide constructive feedback and what sorts of responses are helpful to you, and why. This can help improve the usefulness of the results to you and to your teaching.
7. Promote completion of evaluations during the evaluation period. Send out an email to your students and/or post an announcement of blackboard.
8. Assure students that individual responses on the SELFI cannot be traced back to them (unless they self identify) as the online system is designed to keep responses confidential. Responses do not include student names/emails and you will only receive the SELFI reports after final grades have been posted.
9. Check your response rates by logging in to the system (you will be notified by email), then announce the response rate to your class. This helps encourage other students to complete.
10. Provide a completion incentive (extra credit or participation points to those who complete the course evaluation by the deadline; hold additional study/review sessions, if the class response rate exceeds a target). Note: students could possibly email you the “thank you” notice once they complete the SELFI.

Incorporating multiple recommendations has an additive impact!