

FACULTY Quick Reference Guide

Need help? <https://helpdesk.catawba.edu> or call 704-637-4666 (ext. 4666)

1 Login to **CatLink**: Open a web browser, go to www.catawba.edu, click **Cat-U**, enter Catawba username and password*
*If you are unable to login to **CatLink**, contact the IT Help Desk at (704) 637-4666

2 Click the **Faculty** tab

Employee **Faculty** Academics Money

3 In the **STUDENT RETENTION** channel, click **Faculty Feedback Survey**

STUDENT RETENTION

- **Faculty Feedback Survey**
Through class roster like view, instructors that allows you to check off concerns and system that Student Retention office is m-alert is newly opened or closed for one of
- Guide to the Faculty Feedback Survey
- Banner Relationship Management (BRM)

4 Then click here

Faculty Feedback Roster

Provide Feedback for another Course
RELEASE: 8.5.2

5 On the **Faculty Feedback Sessions** page, you are presented with a list of classes you are currently teaching. Click the **'Provide feedback'** link for the class where you have student class performance feedback that you wish to report.

Faculty Feedback Sessions

Aug 11, 2013 04:13 pm

List of Courses requiring your Feedback
Select to Enter Feedback

Description	Term	CRN	Course	Registered Students	Number of Monitored Students	Monitored Students that Need Feedback
Provide Feedback between Aug 10, 2013 and Dec 13, 2013 <small>This course is not being offered currently</small>	Fall 2013	Fall 2013(201410)	10433 Fund Conc of Information - GEN 1130-1	7	0	0
	Fall 2013	Fall 2013(201410)	10461 Management Information Systems - IS 2501-2	21	0	0

6 You are presented with a list of the students in your class. Click the **right-arrow** to bring up the feedback survey for a given student.

Faculty Feedback Period from Aug 10, 2013 To Dec 13, 2013

Show/Hide	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
▶	1	Student Name 1	C20154516	Optional	None
▶	2	Student Name 2	C20236097	Optional	None
▶	3	Student Name 3	C13006617	Optional	None
▶	4	Student Name 4	C20202557	Optional	None
▶	5	Student Name 5	C20235171	Optional	None
▶			380	Optional	None
▶			003	Optional	None

7 When the survey appears, **check off** all the issues and recommendations that apply for the student. It is also best practice to enter a date and a comment in the **'Enter Comments'** field to further document your feedback.

7 [Student Name] C13009003 Optional None

Select any issues that apply

- 01. Failing Tests
- 02. Inappropriate Classroom Behavior (please comment below)
- 03. Lack of Class Participation
- 04. Missing or Late Assignments
- 05. No Show for Meeting or Class
- 06. Writing Skills Not At College Level
- 07. Math Skills Not At College Level
- 08. Exhibits Abnormal Behavior (please comment below)
- 09. Missing Necessary Classroom Materials
- 10. Ongoing Issues (please comment below)
- 11. Exhibits Leadership Qualities and Exceeds Expectations

Offer one or more recommendations

- 1. See Advisor (please comment below)
- 02. Student Should Consider Withdrawing From Class
- 03. Student Should Evaluate Current Major Options
- 04. Student Should Seek Tutoring
- 05. Student Should Meet With Retention Coordinator
- 06. Commend Student for Resolving Issue(s) (please comment below)

Enter Comments:
8/11/13: When he does come to class, not prepared.

Submit Reset

Please submit your feedback often. There is a 90 minute time limit on this page.

Bold font in the Faculty Feedback Status column indicates you have already provided some feedback on

Optionally enter an estimated grade here.

If you make a data entry mistake and realize it before 11:30 p.m. on the day you make it, just go back and correct it and **Submit** again.
See the next page for correcting mistakes that persist past the 11:30 p.m. deadline.

The **'Submit'** button appears at the end of the class roster. While you do not have to press it until you've submitted all feedback for the students in this class, it is a good idea to press it often to save your work.

8 Repeat steps 6 and 7 until you have provided feedback on all the students in this class for whom you have feedback. Be sure to press **Submit** to save your work. If you have feedback on students in other classes you are teaching, click the **'Provide Feedback for another Course'** link to get back to step 5 above.

[Provide Feedback for another Course]

What happens with the student class performance feedback that faculty instructors provide?

1. Every night at 11:30 p.m., faculty feedback alerts are calculated in Banner Relationship Management (BRM). Each **newly checked** issue or recommendation creates a new **active** alert on the student's record in BRM. Faculty comments and the estimated grade (if any) are recorded with each alert.
2. These student alerts are actively viewed and acted upon by the Retention Office. Retention Office actions are recorded as a comment on the alert. Faculty feedback alerts are closed as the Retention Office acts upon them, but the alert remains on the student's record with a status of **closed**.
3. On a nightly basis, all advisors are notified via email of any newly active or newly closed alerts on any of their student advisees. This notification currently encompasses **all** student alerts that are stored in BRM. In addition to faculty feedback alerts, BRM also creates alerts for certain admissions criteria concerns, such as low test scores or high school gpa; for Catawba gpa alerts, such as a low term or cumulative gpa or poor performance on mid-terms; and for late completion of important processes such as application for admission. Any information that is (or can be) captured in Banner can potentially generate an alert.

Who can see student alerts in BRM?

Anyone with the Banner role of **faculty** can access student data in BRM, including student alert data. In addition to faculty, this currently includes academic support staff, academic administrators, and coaches. See the **BRM Student Guide** for more information on how to use BRM to see student alerts and other student data.

How often should instructors provide student performance feedback?

For student retention purposes, it is important to get timely feedback on student performance within the first 2 weeks of class. Thereafter, it would be ideal to have follow-up feedback every 2 weeks, or whenever there is a significant improvement or deterioration in student performance.

After providing initial student performance feedback through the faculty feedback survey, how does an instructor provide follow-up feedback?

You follow the same steps outlined on the reverse side of this page. For your follow-up feedback to trigger a **new** alert in BRM, it is essential that you **check at least one new issue or recommendation and update the Comments field**. See the example scenarios below.

9 Student Has Resolved Issues:

Uncheck resolved issue(s). **Check** recommendation #06 and **update comment**. Also use this technique to correct data entry mistakes you do not catch the same day you enter them.

The screenshot shows a feedback survey form for a student with ID 7. The form is titled "Optional" and has a "None" dropdown menu. It contains two columns of checkboxes: "Select any issues that apply" and "Offer one or more recommendations". The "Select any issues that apply" column has 11 items, all of which are unchecked. The "Offer one or more recommendations" column has 6 items, with item #06, "Commend Student for Resolving Issue(s) (please comment below)", checked. The "Enter Comments:" field contains the text "8/26/13: Student is coming to class on time and prepared". Below the form are "Submit" and "Reset" buttons, and a warning message: "Please submit your feedback often. There is a 90 minute time limit on this page."

10 Student Has Ongoing Issues:
Leave previously checked and unresolved issue(s) **checked**. **Uncheck** any resolved issue(s). **Check** any new issues or recommendations, including issue #10, and **update comment**. Comment should make clear what issues have been resolved, if any, and which issues are ongoing.

The screenshot shows a feedback survey form for a student with ID 6. The form is titled "Optional" and has a "None" dropdown menu. It contains two columns of checkboxes: "Select any issues that apply" and "Offer one or more recommendations". The "Select any issues that apply" column has 11 items, with item #10, "Ongoing Issues (please comment below)", checked. The "Offer one or more recommendations" column has 6 items, all of which are unchecked. The "Enter Comments:" field contains the text "8/26/13: ongoing issue; still late to class, texting in class, not participating; 8/12/13: consistently late to class and texting on phone during class". Below the form are "Submit" and "Reset" buttons, and a warning message: "Please submit your feedback often. There is a 90 minute time limit on this page."