

CEI (faculty)

What is the CEI?

The Course Evaluation Instrument is the end of the course evaluation. The CEI is administered online for online courses.

How does it work?

- The Online Programs in collaboration with the Office of Technology Management administers the CEI.
- Faculty receive a CEI schedule from the Online Programs, which specify the day the CEI will be administered for his/her particular course
- CEIs are administered the week before finals
- The Online Programs emails students and provide them with instructions on how to access the survey link, as well as, with password information a week before the CEI is administered
- OTM uploads the survey link to each faculty's course **Announcement** page
- After the CEIs are complete, OTM compiles the information and provides the Online Programs with a copy of each evaluation on a disk
- The Online Programs provides a copy of the CEI in electronic format to each faculty, AFTER grades have been submitted. It also provides Department Chair with a copy.