To: High School Principal
CC: ECE Representative

From: Cheryl Williams
Course Evaluation Coordinator
Office of Institutional Research
University of Connecticut

Re: Early College Experience Course Content Evaluations

The University of Connecticut would like to expand its course evaluation system to include the Early College Experience Program courses offered in Connecticut’s high schools for UConn credit. Because our office administers and reports course evaluations for on-campus courses, we have been asked to implement a similar evaluation system for UConn courses being taken by high school students in the high school setting.

The course evaluation system involves in-class distribution of a page of questions and a bubble sheet for recording answers to students in your high school who have completed/participated in the Fall 2008 and/or the Spring 2009 portion of a year-long ECE course. NACEP (an accrediting body for the Early College Experience Program) requires course evaluations each year.

Please be assured that the UConn course evaluation system is designed and carried out to protect the confidentiality of students filling out the survey, the confidentiality of individual instructors teaching ECE courses, and the confidentiality of individual high schools participating in the ECE program. No individual class or high school results will be released. Only the course summary results (for instance, CHEM 127Q for all high schools across the state) will be reported if at least five classes are rated statewide. Summaries will also be reported by subject (e.g., ENGL, MATH, BIOL, CHEM) for all high schools if there are five or more classes responding statewide. Participation is voluntary – by the high schools, by the teachers of ECE courses, and by the ECE students. However, statewide participation by those involved in the ECE Program is important to provide useful results for improving the Program and its course offerings to high school students.

The Course Content Survey will be sent via Fed Ex to your school the week of March 23rd through March 30, 2009. The ECE Site Representative will then give the survey packets to the individual teachers with ECE classes. As in the on-campus administration, a monitor (someone other than the teacher) should hand out the surveys and collect them and seal them in the envelope to return to the ECE Representative. Surveys should be completed between May 1, 2009 and June 19, 2009. The deadline for packets to be returned to the University of Connecticut Office of Institutional Research is 5:00 pm on June 30, 2009. The ECE Representative will return the sealed envelopes to the Office of Institutional Research via Fed Ex in a pre-addressed Fed Ex mailer.

I have attached a copy of all the materials enclosed in the packet. If you need more information, or if you would prefer that your high school not participate in this survey, please contact me at (860) 486-1910 or via email at Cheryl.Williams@UConn.edu.