

November 8, 2013

CHAIR, COMMITTEE ON ACADEMIC PERSONNEL  
DEANS  
DEPARTMENT AND PROGRAM CHAIRS  
VICE PROVOST, ACADEMIC AFFAIRS

**SENT VIA EMAIL ONLY**

Dear Colleagues:

I am pleased to announce the release of the online course evaluations archive in the Biobibnet module of the campus DivData system. With this feature, DivData will become a secure archive for course evaluations generated by departments using the E-Commons survey tool.

Beginning with Fall 2013 courses, DivData will collect and display survey questions and responses aggregated by faculty member and course offering. DivData will generate evaluation reports properly formatted for use in the academic personnel review process. In addition, every faculty member with a DivData/Biobibnet account will be able to view their own evaluations in DivData going forward.

Departments will continue to be the office of record for all course evaluations. Department staff will still have the ability to download the data directly from E-Commons if desired. However, it is my expectation that this archiving feature will significantly reduce the workload on department staff. Implementation guidelines have been sent in a separate communication to affected staff.

I want to recognize and thank the staff and faculty who came together from units all across campus to collaborate on this important project.

**Questions about the course evaluation archive may be sent to [apo@ucsc.edu](mailto:apo@ucsc.edu).**

CC:

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