



CENTER FOR TEACHING  
EXCELLENCE

### Guided Midcourse Evaluation Report Template

Instructor:

Consultation facilitator:

Department:

Center for Teaching Excellence  
Faculty Teaching Associate

Course (number and title):

Facilitator telephone:

Date of Midcourse Evaluation:

Facilitator e-mail:

Number of students participating:

Dear instructor:

This is a report template for you to use in reporting the results of the midcourse evaluation you administered remotely to students and discussed with a CTE consultant. It includes space to include the feedback data you received from students, the items you discussed with the consultant, and the actions you will take to improve your students' learning. **When completed, this report is suitable for inclusion in a teaching portfolio as a measure of teaching effectiveness.**

When reflecting on the results of the midcourse evaluation, keep in mind that the students' comments are perceptions. They provide a reference point from which you may proceed with the course for the rest of the term.

While you may incorporate the results of the evaluation into your teaching in any way you choose, it is imperative that you discuss the results with your class. Thank them for their feedback, and share any changes you would like to implement with them. It is also important to follow up with students later in the term to see whether the changes have been beneficial to their learning.

Please feel free to contact me at the telephone or email above if you have any additional questions.

Best regards,

**1. Type of Midcourse Evaluation you administered (check one)**

Bare Bones Questioning Technique

Student Assessment of Their Learning Gains

Other:

**2. Midcourse Evaluation Data**

Type or paste the midcourse evaluation data in the space below, or attach at the end of the report.

**3. Consultation Summary**

Summarize your discussion with the CTE consultant about the results of the midcourse evaluation. What student feedback items did you identify for unpacking and analysis? What did you discover about your teaching and your students' learning? What strategies for instructional improvement did you discuss?

**4. Action Items**

What instructional changes will you make in response to the results of the midcourse evaluation and your consultation with the facilitator? What is your timeline for implementing the changes? How will you follow up with students to determine the effectiveness of the changes?