

MEMORANDUM

TO: Department Staff Responsible for Creating/Updating Courses in Banner
FROM: Chuck Rich, Associate Director, Institutional Effectiveness
SUBJECT: Entering SOIS information for Spring 2009 Courses

As you enter your Spring 2009 course updates in Banner, please keep in mind the following information about coding your courses for the Student Opinion of Instruction Survey (SOIS) in SSASECT.

The “Sessions” and “Instructional Method” fields in SSASECT determine which SOIS survey students will use to evaluate your courses on the ECU OneStop website. There is a separate online SOIS version for each of the following types of courses: (a) Standard face-to-face, (b) Laboratory, (c) Field-based (e.g. student teaching, field placements, some internships, practica, etc.), and (d) online DE courses.

The following table summarizes how you should code the “Sessions” and “Instructional Method” fields in SSASECT to assign a course to the desired SOIS survey type. For each survey type note how Sessions and Instructional Method should be coded.

Survey Type	“Sessions”	“Instructional Method”
Standard Face-to-face	(leave blank)	TR
Laboratory	L	TR
Field-Based	F	NT or TR
Online Course (DE)	(leave blank)	WWW, WEBA, WEBS, NREN, or TWI
Do not survey course	N	(Indicate appropriate method)

Notes:

- (1) **A course cannot be surveyed if no instructor is assigned.** Also, if the instructor changes, please make this update promptly. The students will see the instructor name on the online survey form and will be evaluating that person’s instruction.
- (2) **Section numbers are 3-digit fields**, so they should have leading zeros where necessary. For example, section 1 of a course should be specified as 001, section 10 would be 010, etc. Section 100 does not have leading zeros and would be entered as 100.
- (3) **The unit head may determine that certain courses are not to be surveyed in the SOIS.** This may include thesis or dissertation “courses,” certain seminars, etc. In such cases you enter N in the Sessions field in SSASECT.

If you have any questions regarding this information please contact me at richc@ecu.edu or call at 328-9486.