

Requesting an Interim Evaluation

Don't wait until the end of the semester to evaluate your teaching. Request a teaching assessment by students (TABS) interim evaluation. The TABS instrument, developed by CTL, includes Likert-scale questions (strongly agree, agree, etc.). TABS is to be used for formative evaluation to help instructors improve or enhance their teaching skills. The best time is about the 4th week of class, while you still have time to make some corrections. **There are two ways to administer a TABS:**

- 1) Call us and we will come into your class and administer a bubble-sheet version. Call us at 644-8004 and ask to speak with a Teaching Enhancement Associate, and we will arrange a date and time to come into your class.
- 2) Upload a TABS survey to your Blackboard course:
 - Upload the TABS questions into a survey (see [this document](#) for directions).
 - Administer the survey after students have received feedback on one graded assignment, and early enough to allow for changes.
 - Leave the survey up for 3 weeks as students respond.
 - Consider giving participation points to students who have completed TABS online.

Note: The Blackboard survey will be anonymous, but will place a check mark next to the student's name in the Gradebook. For this reason, the Blackboard survey cannot be considered as anonymous as the paper-and-pencil TABS administered by CTL staff, nor will it achieve as great a response rate.

How does TABS relate to factors of effective teaching?

- TABS questions: 1-16, 18-19, 22-24 Presentation/Facilitation
- TABS questions: 20-21 Subject Matter Concerns
- TABS questions: 12, 17, 25-28, 29 Student Concerns

How to Analyze the TABS Report

- TABS Questions 1-29: Note those items that have means above 2.5, especially items receiving ratings of 3 and 4 (3=disagree, 4=strongly disagree)
- TABS Questions 30-34: Expand on these strengths

- TABS Questions 35-41: Address these areas students suggest could be improved

Questions to Ask as You Analyze Your TABS Report

- 1) How does your teaching affect student learning and attitude, both positively and negatively?
- 2) In which areas should you consider making changes?
- 3) What strategies and materials should you continue to use?
- 4) What specific changes should you make?
 - Topics
 - Schedule
 - Readings and other materials
 - Activities (in and out of class)
 - Assignments/tests
 - Teaching delivery methods and/or style
 - Course procedures/policies
 - Other areas

Research shows that TABS works best when combined with personal consultation. Contact CTL at 644-8004 for assistance in using TABS results to increase teaching effectiveness. Ask for a **Teaching Enhancement Associate**.

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