Faculty Success at KSU, Part 1: Tools and Techniques

Tuesday, August 8, 2023

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What We’ll Cover

1. Introduction to Watermark Faculty Success
2. Introduction to Watermark Course Evals
3. Campus Resources for Watermark
What is Watermark Faculty Success?

Watermark Faculty Success is a way of cataloging and reporting all of the faculty's accomplishments. This digital portfolio system is used for annual and multi-year reviews, accreditation reports, reports on global and community engagement, high-impact practices, student success measures, etc.
Welcome

New Watermark System URL

The integration of Faculty Success with Course Evaluations and Surveys is now complete. Please update your bookmarks accordingly. In order to view the correct version of the Navigator, you may need to clear your cache.

Entering Workload percentages

Faculty and administrators: Please note that ALL FTEs MUST contain workload percentages. Before you submit, enter these in the screen "Yearly Workload Summary" under the Administrative Data in the Activities tab. If your FTE does not have this data, it will be returned to you. See the "FAQ for Annual Reviews" link under the "Activity Insight" menu to the left.

August 23 2019: Note to Reviewers having trouble with Links

If the "Lst of Links to Supplemental Evidence File" was saved as an .rtf file, the links may not work. The solution to this is to change the suffix to .doc or .docx, and then open it in Word. Then the links should work.

This website uses cookies. Find out more in our Privacy Notice at https://www.kennesaw.edu/privacy.php. Questions or Requests, please complete this form.
If my former institution used Watermark, how do I have my profile data transferred to KSU?

In order to request Watermark data from a former institution be transferred to KSU, you must first complete the Import Authorization Form and submit it to facultyactivitydata@kennesaw.edu.
Annual Review Information

Annual Review Information for Faculty

ANNUAL REVIEW WORKSHOP for Faculty:
Monday, 12/12/22, from 10:00 am - 2:00 pm online.
Register through CETL.

Video describing the process of submitting Annual Reviews in Watermark

INSTRUCTIONS FOR SUBMITTING AN ANNUAL REVIEW:
Beginning with 2018 ARDs, the annual review process utilizes Watermark Workflow for the entire campus. This means that the reports are automatically generated. Faculty members will enter their data, check that the reports are correct, and Submit.

Enter data: Faculty enter their accomplishment data into the main Activity screens as usual. You may be required to provide supplemental documentation (such as full-text versions of publications), so you should upload files into the Activity screens and click the box for "Include File for Portfolio Review." This is also where you should handle any graphs, charts, or graphics that you would like to link to. uploads into a relevant screen and click the "Include..." box. You should upload your teaching evaluations as well.

Detailed Instructions: Goals are entered into the screen called "Narratives for Your Faculty Performance Agreement." [Use "Add a New Item" with the date 2023 for your new, 2023 FPA]. If there is narrative text required for your FPA form, that text goes into the screen called "Narratives for Your Annual Review Document." [Use "Add a New Item" with the date 2022 for your ARD that will cover last year, 2022.]

IMPORTANT: You MUST enter your 2023 FPA Workload Percentages under Administrative Data --> Yearly Workload Summary. You should also make sure that your 2022 Workload percentages are there and correct, as they will appear in your ARD. [Detailed Instructions]
How can I easily import my existing publication information?

There is a feature of Watermark Faculty Success which allows you to run a Google Scholar report on yourself, export that into a bibtex format file, and upload that into Watermark. You can also import an existing cv that might be in Word format.

https://www.digitalmeasures.com/activity-insight/docs/directdataimports/
Watermark Course Evaluations and Surveys
Student Course Evaluations

KSU uses a single, university-wide template for course evaluations. The evaluation survey will be available for students to complete for a four-week period, ending on the last day of class.

Please answer the following statements on a 4 item Likert scale:
1. strongly disagree. 2. disagree. 3. agree. 4. strongly agree

1. The instructor was effective in helping me learn.
   1. strongly disagree. 2. disagree. 3. agree. 4. strongly agree

2. The instructor created a learning environment wherein I felt comfortable participating.
   1. strongly disagree. 2. disagree. 3. agree. 4. strongly agree

3. Overall, the content of this course contributed to my knowledge and skills.
   1. strongly disagree. 2. disagree. 3. agree. 4. strongly agree
Open Ended Responses:

4. Please provide your feedback on the instructor’s role in supporting your learning in this course.

5. Please comment on the instructor’s strengths.

6. Please comment on how the instructor can improve your learning in this class.

7. Please comment on how the course can be improved.
Course surveys are available for students to provide feedback on their instructors during the evaluation periods as defined at CourseEvals.Kennesaw.edu.

Students can access course evaluations via prompts in D2L or through direct links provided by system-generated emails.

Fig. 1. System-generated Email to Students:

Thank you for taking the time to give your feedback and helping us improve your educational experience.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Survey Start Date</th>
<th>Survey End Date</th>
<th>Status</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO.430.HIST1112.51001.20241</td>
<td>Survey of World History II Section W01 Summer Semester 2023 CO</td>
<td>7/12/2023 12:00 AM</td>
<td>7/16/2023 11:59 PM</td>
<td>Not Submitted</td>
<td>Go To Survey</td>
</tr>
<tr>
<td>CO.430.PSYC3205.51839.20241</td>
<td>Psychology Child Development Section W01 Summer Semester 2023 CO</td>
<td>7/12/2023 12:00 AM</td>
<td>7/16/2023 11:59 PM</td>
<td>Not Submitted</td>
<td>Go To Survey</td>
</tr>
<tr>
<td>CO.430.TCOM2010.52843.20241</td>
<td>Technical Writing Section W14 Summer Semester 2023 CO</td>
<td>7/12/2023 12:00 AM</td>
<td>7/16/2023 11:59 PM</td>
<td>Not Submitted</td>
<td>Go To Survey</td>
</tr>
</tbody>
</table>
Upon navigating to the survey, students will be able to provide feedback on the course and instructor. If multiple instructors are assigned to a course, students will be asked to complete a survey for each instructor.

<table>
<thead>
<tr>
<th>Project Name</th>
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- *Overall, the content of this course contributed to my knowledge and intellectual skills.*

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>○</td>
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Faculty Results Tracking

Faculty can access evaluation data by logging in to Watermark and selecting Course Evaluations & Surveys. https://facultyactivitydata.kennesaw.edu/index.php

This will take you to the home screen. From here you have at-a-glance access to current and previous evaluation periods. By selecting a project from the Project Results table, you can access more detailed information.
Instructor Home Screen

Response Rate Tracker

View results of evaluations in real time, including number of respondents out of total enrollments, response rate percentage, and students who opted out.
The Project Results detail screen gives you access to all your course surveys for the selected term. From here you can download individual course data or batch results.
If faculty or students have questions about or issues accessing their evaluations, they can reach out to CourseEvals@kennesaw.edu for assistance.

If faculty have questions or issues with accessing Watermark, they may contact facultyactivitydata@kennesaw.edu.