

MEMORANDUM

To: Faculty
From: Dr. David Hellmich, VP Academics
Date: February 10, 2010
RE: STUDENT EVALUATION OF INSTRUCTION: **Spring 1/ 2010 Semester**

Please keep in mind that the IDEA process requires some faculty pre-administration understanding and preparation. This memo should assist you in completing the required steps.

REMINDER: **Instructors are not to be present while the evaluations are being administered. However, the instructor may elect to have another faculty member present in the classroom during the evaluation period.**

Step 1 Attached please find a four-page, blue insert titled **Directions to Faculty**. Carefully read this document. This helps you to complete a vital piece of the process: the **Faculty Information Form** as described in Step 2. If, after reading this memo and the Directions To Faculty, you need additional assistance, please see your area coordinator or assistant dean.

Step 2 **Using a No. 2 pencil, you will need to complete a Faculty Information Form (blue and white form) for each course/section that you teach. This is not optional, and must be completed for online sections too.**

Tips for completing your Faculty Information Form:

1. At the *top* of the form, please write the following: (1) **college name**; (2) **your full name**; (3) **course number and section**; and (4) **time and days class meets**.
2. Fill in, then bubble, the **Last Name/(First) Init** section at the top left.
3. Complete the **Objectives** component on the center-right. Recall from the directions the following: From the 12 objectives listed, select those which you feel are essential, those which are important and those of minor or no importance. Give this careful thought. Keep in mind that for most courses, there are probably no more than three (3) essential objectives. Blacken in the appropriate circles. (Page 3 of the directions provides information about ranking these objectives.)
4. Bubble in the section **Days the Class Meets**.
5. Look on page 2 of the directions to select the best **Department Code**, then bubble in the section. (If nothing seems to fit exactly, choose the one you feel best approximates your subject or check with your assistant dean.)
6. Complete the **Time Class Begins**, **Course Number** and **Number Enrolled** sections. Use preceding zeroes if necessary.
7. Skip **Local Code** unless you teach a **General Education** class. If your class is a **General Education class**, fill in the **Local Code** with **1111**.

(continued)

8. Complete the **Contextual Questions** section (questions 1-6).
9. Be sure to give the **Faculty Information Form** to the one whom you choose in Step 4 (see below) to administer the evaluation. **It must be included in the completed packet.**

- Step 3** If planning to prepare additional/extra questions, refer to the yellow form in your packet titled **Using Additional Questions. Prepare an overhead to display any additional questions to the students.** Questions should be numbered consecutively beginning with #19. The evaluation form may accommodate 10 additional questions.
- Step 4** Choose someone to administer the evaluation process. This has traditionally been a responsible student in the class. To discourage collusion, some faculty members now prefer to ask a colleague to do so. For those who would rather have a colleague, but are here at odd times or are unfamiliar with other faculty, perhaps you could switch with someone who teaches at the same time in an adjacent room. This would require however that you prearrange to administer your evaluations on the same day.
- Step 5** Prior to the evaluation period, you will receive one evaluation packet for each section you teach. The contents will be sealed. On the outside of this packet will be a green information sheet. These are the directions to guide whomever you have chosen to administer the process. **Give the packet (with the corresponding completed Faculty Information Form) to the respective student or colleague to administer and discuss the directions.**
- Step 6** On the day of the evaluation process, write on the chalkboard the following information: (1) **Campus Location**; (2) **Instructor's complete last and first name**; (3) **Course number and section**; and (4) **Time and days class meets**. Students write this information on the top of their evaluation form.
- Step 7** After ensuring that the person administering the evaluation understands his/her role (as directed on the external green information sheet), **leave the room.**