

General Instructions for Administering Student Course Surveys

This packet contains:

- One large envelope for each of your courses packed with evaluation forms (white sheet with red or maroon print) and pencils
- One Faculty Information Form for each course (white sheet with blue print)
- Directions to Faculty for filling out the Faculty Information Form (green sheet)
- General Instructions for administering the course evaluations (this yellow sheet)

THINGS TO DO:

- Fill out the information on the Faculty Information Form. This information directly affects how results are generated for your final report for each course.
- Fill out the local code on the back of your Faculty Information Form. This code identifies important areas in general education at Macalester for the purposes of research and assessment.
- Prepare your additional questions if you want to use the extra spaces on the course evaluation forms. This is optional.
- Administer the evaluations, preferably during the second to last week of classes.
- Assign a trusted student to hand-deliver the completed forms, pencils, and your Faculty Information Form in the envelope for each course to the Registrar's Office. There is a drop-box on the front door of 77 Mac for after business hours.

How fast can I get my results?

In order to speed up the time it takes to get reports back for course evaluations, the forms will be shipped in two batches. Results for course evaluation forms received by the last day of classes, Tuesday, May 6th, will be available on or about May 27th. Results for forms received after May 6th will be available sometime in June. The CST will offer workshops on interpreting the course survey reports soon after the forms are returned from the IDEA Center, and again at the beginning of the fall semester.

How do I fill out the Faculty Information Form?

Please use a Number 2 pencil to fill out the Faculty Information Form. Most of this form is self-explanatory, and additional information is available in the enclosed green handout entitled, "Directions to Faculty." In particular, you will want to give careful consideration to the selection of learning objectives (see info on Directions to Faculty).

Additional "Departmental Codes" can be found on the Institutional Research website at:
<http://www.macalester.edu/ir/ceval/deptcodes.htm>.

There is a Local Code box with a space for 4 numbers on the front of your Faculty Information Form. This code identifies important areas of general education at Macalester for the purposes

of research and assessment. The 1st digit defines the division of your course, and the 2nd, 3rd, and 4th digits define up to three areas of general education designations.

Local Codes for the Faculty Information Form (far right on the front side of the form):

Digit 1 – Division	Digit 2 – Gen Ed	Digit 3 – Gen Ed	Digit 4 – Gen Ed
1 – Fine Arts	0 – None	0 – None	0 – None
2 – Humanities	1 – First Year Seminar	1 – First Year Seminar	1 – First Year Seminar
3 – Natural Sci/Math	2 – Internationalism	2 – Internationalism	2 – Internationalism
4 – Social Science	3 – Quantitative Thinking	3 – Quantitative Thinking	3 – Quantitative Thinking
5 – Interdisciplinary	4 – US Multiculturalism	4 – US Multiculturalism	4 – US Multiculturalism
	5 – Writing	5 – Writing	5 – Writing
	6 – Senior Capstone	6 – Senior Capstone	6 – Senior Capstone

Local Code Examples: A social science course that meets requirements in internationalism, quantitative thinking, and is a senior capstone course would be coded 4236. A fine arts course that meets none of the general education requirements listed above would be coded as 1000.

How do I use my own additional questions?

If you would like to add your own multiple-choice questions to the course evaluations, prepare a *Supplemental Questions* handout that includes your questions and the corresponding “Extra Question” numbers from the survey form. For example, if you were using the Short Form and wanted to add one extra question, it would be numbered 19. For those using the Diagnostic Form, the first additional question would be numbered 48. You may select items from the IDEA Center handout (http://www.idea.ksu.edu/StudentRatings/addition_ques1198.pdf) or design your own. Make copies of your *Supplemental Questions* handout to distribute to each student along with the IDEA form. Do not attach the supplemental questions to the IDEA form. Staples, tape, or paper folds will render the forms unreadable by the IDEA Center’s computers.

File a copy of your additional questions somewhere safe. This copy will be crucial for deciphering your results; the IDEA Center printout reports results for the supplemental items by question number only (the content of the questions you add is not known by the IDEA Center).

You can also prepare your own questions to solicit written, or open-ended responses from students. These can be prepared on a separate sheet of paper. Any written comments from students should be submitted to the Office of Institutional Research along with the IDEA forms. These will be returned to you after grades have been submitted.

When should I administer my evaluations?

Research indicates that more reliable information is obtained from course surveys when they are not administered on the last day of class, or on the last class prior to an exam. The ideal time to conduct the survey is the second to last week of classes so that the survey accurately reflects student learning in the course. It is also important that the instructor leave the room while students are completing the survey.

More questions?

Helpful information and resources for using the IDEA course evaluations are posted on the Institutional Research website at <http://www.macalester.edu/ir/ceval>. You can also contact Cheryl Browne (x 6411) if you have any questions.