

# General Instructions for Administering Student Course Surveys

## This packet contains:

- One large envelope for each of your courses packed with evaluation forms (white sheets 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.
- Prepare any additional questions you want students to answer in the extra spaces at the end of the course evaluation forms. This is optional.
- Administer the evaluations, preferably during the second to last week of classes. Forms received after the last day of classes on Tuesday, December 15, will be delayed in processing.
- Assign a trusted student to immediately hand-deliver the forms, pencils, and your Faculty Information Form in the envelope for each course to the Registrar's Office once they are completed. 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 get reports for faculty back from the IDEA Center as quickly as possible, the course evaluation forms will be shipped in two batches. Results for course evaluation forms received by the last day of classes, Tuesday, December 15, will be sent to faculty during the second week of January. Results for forms received after December 15 will be available sometime in February. The Serie Center for Scholarship and Teaching will offer workshops on interpreting your course evaluation reports soon after they arrive at Macalester. Watch your Serie Center email for details.

## 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.pdf>.

There is a "Local Codes" box with a space for 8 numbers on the front of your Faculty Information Form. These codes identify important areas of general education at Macalester for the purposes of research and assessment. Please use Box A to define the division of your course, and Boxes B-D to define up to three areas of general education designations. Boxes E-H are not used at all. If your course meets none of the general education requirements listed in the following table, please just fill in zeros in Boxes B-D.

LOCAL CODES FOR THE FACULTY INFORMATION FORM (far right on the front side of the form):

Box A – Division	Box B – Gen Ed	Box C – Gen Ed	Box D – 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 humanities course that meets none of the general education requirements listed above would be coded as 2000.

### How do I use my own additional questions?

**MULTIPLE CHOICE:** 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. Your first additional question would be numbered 48 if you’re using the long/diagnostic form, and 19 if you’re using the short form. Make copies of your *Supplemental Questions* handout to distribute to each student along with the IDEA form.

You may design your own questions or select items from the IDEA Center handout at <http://www.macalester.edu/ir/ceval> in the “Resources” box.

Please note:

- 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 reports show results for the supplemental items by question number only (the content of the questions you add is not known by the IDEA Center).

**WRITTEN COMMENTS:** You can also solicit written, or open-ended responses from students by preparing your own questions on separate sheets of paper. Any written comments from students should be submitted to the Institutional Research Office 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 classes, or in 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.