

IDEA Course Evaluations: Local Codes on the Faculty Information Form

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. If your course meets more than three of the general education requirements listed above, please choose the three you think best represent the content of your course.

Questions?

If you have any questions about how to fill out your local code, please contact Cheryl Browne in the Institutional Research Office at x6411 or browne@macalester.edu.