

## General Instructions for Administering IDEA Course Evaluations

Materials for administering the IDEA course evaluations in your class are enclosed, including IDEA forms and pencils for your students, a Faculty Information Form for you to fill out, and these directions.

### How to administer the IDEA course evaluations (briefly):

- 1) Fill out the Faculty Information Form and put it in the envelope with your evaluations. Your course evaluations can't be processed without this form.
- 2) Prepare any additional questions you wish to use. This is optional.
- 3) Administer the evaluations, preferably during the second to last week of classes.
- 4) Assign a trusted student to hand-deliver the completed forms to the Registrar's Office. There is a drop-box in the front door of 77 Mac for use after business hours.
- 5) Evaluations are due in the Registrar's Office by the last day of classes on Wednesday, December 10, to avoid delays in processing.

### How do I fill out the Faculty Information Form?

The Faculty Information Form is used by IDEA to focus your results around the learning objectives that are important in your course. Please use a #2 pencil to fill out the form.

- Fill in your name and course information, as well as the "Contextual Questions" used for research purposes on the front and back of the form. More information is available in IDEA's Directions to Faculty at <http://www.macalester.edu/ir/courseevaluations/FIFdirections.pdf>.
- Give special attention to the "Objectives" section in the upper right corner of the first page of the form, as these items directly affect how your results are generated. More thoughts from IDEA on selecting objectives are available at <http://www.macalester.edu/ir/courseevaluations/Objectives.pdf>.
- "Discipline Code" refers to your academic department code. There is a list of codes on the back of the Faculty Information Form. Additional codes are available at <http://www.macalester.edu/ir/courseevaluations/DeptCodes.pdf>.
- "Local Codes" are used by Macalester to track course characteristics like writing courses or senior capstones for the purposes of research and assessment. Please use only boxes A-D and leave boxes E-H blank. Fill them in as follows:

Box A – Division	Box B – Gen Ed Category	Box C – Gen Ed Category	Box D – Gen Ed Category
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
- Put the completed Faculty Information Form in the envelope so that it will be returned to the Registrar's Office with the evaluations.

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

The IDEA forms leave space for you to use your own additional questions if you like. For multiple choice questions, prepare a handout that includes your questions and the corresponding question number from the "Extra Questions" section of the evaluation forms. Your first question would be numbered 48 for the long/diagnostic version of the IDEA form, and 19 for the short version. Make copies of your questions and distribute them with the evaluations. Be sure to keep a copy of the questions in a safe place! IDEA merely reports the question number in your results. Only you know the content of the questions.

You may design your own questions or use suggestions from the IDEA Center at <http://www.macalester.edu/ir/courseevaluations/AdditionalQs.pdf>.

For written comments, you can either supply an extra page of questions yourself or ask students to write their responses in the space provided at the end of the IDEA forms. Any written comments from the students should be submitted to the Registrar's Office along with the evaluation 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 evaluations when they are not administered on the last day of classes or in the last class prior to an exam. The ideal time to complete evaluations is around the second to last week of classes so that they accurately reflect student learning in the course. It is also important that the instructor leave the room while students are completing the evaluations. It would be greatly appreciated if you would encourage students to return the little pencils with their evaluation forms.

### **When do I get my results?**

Results for evaluations received by the Registrar by the last day of classes will be sent to faculty in early January. Results for evaluations received after the last day of classes will be sent out in late January or early February. Contact the Serie Center if you would like to learn more about interpreting your course evaluation results.