

IDEA Course Evaluations: Local Codes on the Faculty Information Form

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 enter you’re the division of your course in Box A and 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 in Boxes A-D. A humanities course that meets none of the general education requirements listed above would be coded as 2000 in Boxes A-D.

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 brownec@macalester.edu.