



Angelo State University
Operating Policy and Procedure

OP 06.27: Institutional Minimum Requirements for IDEA Evaluation of Faculty/Courses

DATE: March 19, 2012

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the institutional minimum requirements for IDEA student evaluations of faculty/courses.

REVIEW: This OP will be reviewed in November of odd-numbered years by the assistant vice president for institutional research and accountability and the vice provost for academic affairs with recommended revisions forwarded through the provost and vice president for academic affairs (PVPAA) to the president by December 1.

POLICY/PROCEDURE

1. Background

The Office of Institutional Research and Accountability (IR&A) coordinates the IDEA process, including distribution and/or collection of forms and reports. The following procedures describe the minimum institutional standards for faculty/course evaluations sufficient for institutional reporting requirements and state and accreditation compliance.

2. Procedures

IDEA evaluation forms will be used regularly and consistently by all academic departments.

Faculty complete the Faculty Information Form (FIF) for each section being evaluated and forward the form(s) to the department office coordinator, who sends them to IR&A when all FIFs are completed for the department and by the due date specified by IR&A.

IR&A prepares IDEA packets and delivers them to department office coordinators by mid-semester. Completed evaluations are returned to IR&A for processing. IR&A sends IDEA reports to departments after The IDEA Center creates them. For online courses, IR&A determines the response window during which students complete the evaluation, uploads student rosters (including email addresses) provided by instructors or department office coordinators. IR&A also notifies faculty of response rates at the midpoint of the window.

3. Institutional Minimums

Every fall semester, all lecture-type courses will be evaluated by the IDEA Student Ratings of Instruction forms. If a faculty member teaches more than one section of a course, only one section must be evaluated.

Every spring semester, courses not evaluated in the fall will be evaluated by the IDEA Student Ratings of Instruction forms.

Summer evaluation is optional.

Special courses (e.g. labs, practicums, research classes, physical activity courses, theses) do not need to be evaluated by the IDEA Student Ratings of Instruction forms. Such courses use locally developed forms for their needs as determined by the department chair and dean.