

Administering IDEA Evaluations in the Classroom

Effective the 2008 Fall semester, all faculty members should follow the instructions provided below for administering IDEA evaluations.

Early in the semester:

1. Include the language of IDEA Objectives on the syllabus. Doing copy-and-paste from the Faculty Information Form (FIF) is permissible.
2. Discuss your chosen Objectives with your students, especially the specific meaning those Objectives have to your course.

During the semester:

1. Engage a colleague to administer the IDEA forms to your students.
2. Remind students about the Objectives of your course.
3. Talk to students about ways to provide meaningful comments.
4. Administer the evaluations during weeks 12, 13, or 14.

A few days before the evaluation:

1. Check your packets. Make any needed changes to the packet labels. These changes may include, but are not limited to:
 - a. Class enrollment—Change, if needed, the number of students in the class to reflect those regularly attending. Note: Do not limit the number to those students present the day of the evaluation unless this number is the same as that of those regularly attending. Additionally, do not include in the total number those students who have stopped attending but have not withdrawn from the course.
 - b. Class time
 - c. Course number
 - d. Instructor's name
2. Make sure your colleague is still available.
3. Remind your students when they will be doing the evaluations. Talk to them again about the chosen Objectives, what you as a teacher want to learn from the evaluations and their comments, and what constitutes a useable comment.
4. If you use extra questions, make sure you have the items on an overhead or as an e-file for use in a smart classroom, or provide hardcopy for students.
5. Get pencils from the department secretary. IR&A provides departments with pencils.

The day of the evaluation:

1. Take pencils to class with you.
2. Give your students instructions about
 - a. responding to items based on the degree to which they feel they made progress on the 12 objectives and the frequency of instructor behaviors on the 20 Instructor items;
 - b. not making popularity ratings. [If you did NOT use an item as a chosen objective (e.g., #6: developing creative capacities), students need to know they should respond objectively to their progress on the item, not emotionally to you or the course];
 - c. being responsible raters. [Ask them to be critical and careful analysts]; and
 - d. responding to extra questions on the form, if required, including location and what scale you are using [1 – 5, like the rest of the IDEA form, is suggested].
3. Introduce your colleague, who should already be in the room. **Leave the room.**
4. Let your COLLEAGUE pass out the forms. (Blank forms should be left in the packet.)
5. COLLEAGUE: instruct students to return completed forms to the packet.
6. COLLEAGUE: seal and sign the packet in front of students and return it to the secretary.

Additional instructions for online evaluations:

1. Complete the FIF in the same way as for any class. Note: For any text-box *day* and *time* requested on the FIF, *ONLINE* needs to be entered.
2. Email a roster of students' angelo.edu addresses to IR **at least four weeks** before the IDEA evaluation is made available to students.
3. Email students to encourage them to complete the online evaluation in order to increase the response rate.

Note: IR will set the window in which the on-line IDEA evaluation is available to whatever time period is needed. The office, however, tries to set one period for all online classes because doing otherwise becomes difficult to manage.