INSTRUCTIONS FOR DEPARTMENT CHAIRS/PROGRAM DIRECTORS REGARDING IDEA EVALUATIONS

1. *It is each department chair’s/program director’s responsibility to ensure that the IDEA surveys get done in a timely manner.* Chairs/directors should work closely with their office assistants to oversee this process.

2. All IDEA courses are built online by an office assistant in your area or in your college. Training for IDEA online is provided by Jennie Kamieniecki, who is the Primary On-Campus Coordinator (POCC) for IDEA.

3. Chair/director should give a complete list of classes to be evaluated to the office assistant. Chair must also tell the office assistant which form to use for each class. *This should be done by the third week of classes* to allow the office assistant sufficient time to create the IDEA courses. Also, and very importantly, the chair must tell the office assistant what the "local code" is for each class. (The IDEA local codes are appended to these instructions.) Regarding the form, the frequency of use and the type of form to be used by tenured, probationary, and adjunct faculty, the following suggested guidelines are provided:
   a. Tenured faculty will evaluate at least one course (as agreed upon in conjunction with the department chair) per term using the short or long form.
   b. Probationary faculty will evaluate all courses using the long form.
   c. Adjunct faculty will use the long form for two terms after the initial hiring. After two terms, they may use the short form and their courses are evaluated at the frequency determined by the department chair in consultation with the dean.
   d. It is recommended that the long form be used by tenured faculty for new courses, for courses using a new delivery method, and for gathering additional information for impending promotion or fifth-year advancement in rank applications.

4. The dept. chair should alert faculty to the additional questions that are available on the IDEA website at: [http://ideaedu.org/support/existing-idea-paper-and-online-clients/adding-additional-questions-instructions-for-faculty/](http://ideaedu.org/support/existing-idea-paper-and-online-clients/adding-additional-questions-instructions-for-faculty/)

   You can add up to 20 additional questions to the IDEA survey whether you are using the long form or the short form.

5. For classes with fewer than 10 students, the IDEA data is of uncertain reliability, statistically speaking, because the response rate is so low. The IDEA evaluation should *not* be used for classes with only one or two students as this evaluative instrument was designed with a group in mind. Where one draws the line depends on multiple factors, but *if you decide to evaluate a course with fewer than 10 students, it is highly recommended that additional questions be included to augment the quantitative results.*

6. The IDEA evaluations are to be administered during the 14th-15th week of a 15-week course, during the 8th-9th week of a 10-week course, during the final day of a weekend course, and around the 80% mark for courses of all other durations.
7. Once online surveying begins, the office assistants will track the number enrolled and adjust as needed. When IDEA online courses close, Jennie Kamieniecki will process them at the end of each semester.

8. Dept. chairs should pay special attention to the Faculty Information Form (FIF) to ensure the Objectives section is completed correctly. It is recommended that each department select IDEA objectives for every course offered in the department and that this information be made available to the Office Assistant for purposes of completing the FIF.

9. When IDEA reports come back to campus, they are received by Jennie Kamieniecki. She gives the two copies to the dean’s assistant of the college (one for the chair and one for the instructor). The Deans and the Provost view the reports online via the IDEA college folder on the Sdrive. It is the department chair’s responsibility to get the IDEA report to the instructor. The instructor does not receive a copy of the IDEA report in the mail.

10. When IDEA reports get back to the departments, the chairs should discuss the reports with their faculty members in order to identify ways to improve teaching effectiveness. This is the final step in the process and is especially important for probationary faculty and adjunct faculty. It is recommended that department chairs peruse the Interpretive Guide (There are two. One for short form reports and one for long form reports.) before meeting with their faculty. The Interpretative Guide for the long form and short form can be found at:

11. Virtually all the IDEA information a chair or program director would ever need is on Benedictine University’s website on the “Center for Teaching and Learning Excellence” page http://www.ben.edu/faculty-staff/ctle/fac_resources/idea.cfm as well as on the S: drive at S:\Academic Affairs\IDEA.

12. Group Summary Reports (GSR) can be requested from IDEA for $25 each. These reports give a plethora of quantitative information that can be used by department chairs for programmatic evaluation and improvements. They are especially helpful when going through program review.

(Last Updated: July 15, 2016)
First digit (4, 5, 6, 7, 8, 9) faculty classification
4 – professor of practice (Mesa only)
5 – professional faculty
6 – tenured
7 – tenure-track (=probationary)
8 – term appointment
9 – lecturer (=adjunct)

Second digit (0 - 9) College
College of Business (COB) - 1
College of Science (COS) - 2
College of Liberal Arts (COLA) - 3
College of Education & Health Services (COEHS) - 4
National Moser Center for Adult Learning (NMCAL) - 5
SPRINGFIELD - 6
MESA - 7
Global College - 8

Delivery Format (3rd digit)
0 - self-paced
1 - lecture
2 - studio
3 - lab
4 - seminar
5 - on-line
6 - blended format

Program Type (4th digit)
Undergraduate
0 - traditional (15 weeks and summer sessions)
1 - modular (5 or 10 weeks)
2 - cohort (5-9 weeks)

Graduate
5 - traditional (10 or 15 weeks)
6 - cohort - USA
7 - weekend
8 - cohort - International

(Last Updated October 7, 2014)