

DIRECTIONS FOR COMPLETING THE FACULTY INFORMATION FORM

1. The **Faculty Information Form** has been pre-marked with the following information:

Institution
Instructor Name
Course Number
Time and Days Class Meets
Instructor Last Name
Days Class Meets
Department Code
Time Class Begins
Number Enrolled

2. The **Objectives** box must be filled out by the individual instructor. Please keep in mind:

All 12 objectives must be marked as follows:

M = Minor of No Importance,

I = Important, or

E = Essential

Objectives that are left blank will default to “Important” and will be included in your report. *In most all cases, this will result in a report that does not reflect positively on your teaching effectiveness.* Read the **IDEA - Directions to Faculty** for important information about selecting objectives. Additional information can be found on the IDEA website. The web address and a partial directory of the website can be found at the end of this document.

3. **Contextual Questions:** These responses will be used to provide valuable background information. Please respond to all 6 of the questions.

NOTE: Please ask students to use a ball point pen to write their comments or, if they use a pencil, press hard so that the comments will be legible when they are scanned.

IDEA Center at Kansas State University

Web address: www.idea.ksu.edu

**Directions for Administering the
IDEA Survey Form - Student Reactions to Instruction and Courses
(Long Burgundy Form)**

1. Before administering IDEA to a class section, please read the **IDEA-Directions to Faculty** and complete the blue **Faculty Information Form**. Place the completed **Faculty Information Form** in the manila envelope so that it can be returned with the completed student surveys.
2. Reserve 20 to 25 minutes at the beginning of class in which to administer IDEA.
3. Please obtain several sharpened #2 pencils from your department secretary.
4. IDEA is to be administered at the beginning of the class period according to the following instructions:
 - A. Write on the blackboard the following information for the students to fill in on the back of the burgundy form:

Institution: Christopher Newport University
Instructor's name: Your First Name, Last Name
Course and Section Number: example - ACCT341-01
Time and days class meets: example - 0800 MWF
 - B. Designate a student to serve as proctor for the IDEA administration. Please make sure this student knows where the forms are to be delivered. Delivery instructions are printed on the manila envelope and have been included under item K. at the end of this document. (NOTE: At your discretion, a faculty colleague may be designated as proctor. Should you choose this option, the proctor's duties and all other procedures remain the same.)
 - C. Give the proctor the manila envelope identified for this class section and ask him/her to read the "PROCTOR'S DUTIES" printed on that envelope. (NOTE: Your completed Faculty Information Form must be in the envelope.)
 - D. Lend #2 pencils to students if needed.
 - E. Distribute one burgundy IDEA form to each student. Ask them NOT to respond to any questions until the directions have been read and you have left the room.
 - F. Advise the students that after 25 minutes have elapsed, the proctor will collect their response sheets, seal them in the return envelope, and deliver them according to the instructions on the manila envelope. Please make sure the proctor understands that the completed **Faculty Information Form** remains in the envelope and that unused student survey forms should also be placed in the envelope before it is sealed.

G. Please read the following statement to the class:

CNU uses a system to help assess teaching and learning called IDEA, which stands for Individual Development and Educational Assessment. In this survey you are asked to rate your progress, as a result of this class, on twelve different learning objectives and to indicate how frequently your instructor used different teaching methods.

Your ratings will be summarized and used for three important purposes. First, the results will help individual faculty members and departments identify and guide improvements in teaching. Secondly, you should be aware that these ratings are one category of input in decisions concerning faculty retention, promotion, tenure, and merit pay. And finally, results of this survey can also be used for institutional assessment.

Copies of the results will be sent directly to the professor, the dean of the college, and chair of the department in which the professor teaches. You are urged to take this responsibility seriously, provide thoughtful ratings, and be honest and fair when completing this form.

H. Leave the classroom after reading the statement.

- I. After 25 minutes, return to the classroom.
- J. Unused IDEA forms should be put in the envelope.
- K. **Delivery Instructions for Proctors** (See Proctor's Duties printed on the manila envelope.)
Main Campus: Survey envelopes for main campus classes should be delivered immediately to the **Computer Center in McMurrin Hall, Room 119**. If the entrance door is locked, please slide the sealed IDEA envelope under the door.
Business Technology Center: Survey envelopes for classes held in the Business Technology Center should be delivered immediately to the **School of Business Dean's office, Room 409**.
Ferguson Center for the Arts: Survey envelopes for classes held in the Ferguson Center for the Arts should be delivered immediately to the **Music Department Office, Room A133**.

Thank you for your cooperation. If you have any questions or problems regarding these procedures, please direct them to Judy Gentry, at 594-7050.



Directions for Administering the IDEA Short Form - Student Reactions to Instruction and Courses (Short Red Form)

1. Before administering IDEA to a class section, please read the **IDEA-Directions to Faculty** and complete the blue **Faculty Information Form**. Place the completed **Faculty Information Form** in the manila envelope so that it can be returned with the completed student surveys.
2. Reserve 10 to 15 minutes at the beginning of class in which to administer IDEA.
3. Please obtain several sharpened #2 pencils from your department secretary.
4. IDEA is to be administered at the beginning of the class period according to the following instructions:
 - A. Write on the blackboard the following information for the students to fill in on the front of the red form:

Institution: Christopher Newport University
Instructor's name: Your First Name, Last Name
Course and Section Number: example - ACCT341-01
Time and Days Class Meets: example - 0800 MWF

- B. Designate a student to serve as proctor for the IDEA administration. Please make sure this student knows where the forms are to be delivered. Delivery instructions are printed on the manila envelope and have been included under item K. at the end of this document. (NOTE: At your discretion, a faculty colleague may be designated as proctor. Should you choose this option, the proctor's duties and all other procedures remain the same.)
- C. Give the proctor the manila envelope identified for this class section and ask him/her to read the "PROCTOR'S DUTIES" printed on that envelope. (NOTE: Your completed **Faculty Information Form** must be in the envelope.)
- D. Lend #2 pencils to students if needed.
- E. Distribute one red IDEA form to each student. Ask them NOT to respond to any questions until the directions have been read and you have left the room.
- F. Advise the students that after 15 minutes have elapsed, the proctor will collect their response sheets, seal them in the return envelope, and deliver them according to the instructions on the manila envelope. Please make sure the proctor understands that your completed **Faculty Information Form** remains in the envelope and that unused student survey forms should also be placed in the envelope before it is sealed.

G. Please read the following statement to the class:

CNU uses a system to help assess teaching and learning called IDEA, which stands for Individual development and Educational Assessment. In this survey you are asked to rate your progress, as a result of this class, on twelve different learning objectives and to indicate how frequently your instructor used different teaching methods.

Your ratings will be summarized and used for three important purposes. First, the results will help individual faculty members and departments identify and guide improvements in teaching. Secondly, you should be aware that these ratings are one category of input in decisions concerning faculty retention, promotion, tenure, and merit pay. And finally, results of this survey can also be used for institutional assessment.

Copies of the results will be sent directly to the professor, the dean of the college, and chair of the department in which the professor teaches. You are urged to take this responsibility seriously, provide thoughtful ratings, and be honest and fair when completing this form.

H. Leave the classroom after reading the statement.

I. After 15 minutes, return to the classroom.

J. Unused IDEA forms should be put in the envelope along with the completed surveys.

K. **Delivery Instructions for Proctors** (See Proctor's Duties printed on the manila envelope.)

Main Campus: Survey envelopes for main campus classes should be delivered immediately to the **Computer Center in McMurrin Hall, Room 119**. If the entrance door is locked, please slide the sealed IDEA envelope under the door.

Business Technology Center: Survey envelopes for classes held in the Business Technology Center should be delivered immediately to the **School of Business Dean's office, Room 409**.

Ferguson Center for the Arts: Survey envelopes for classes held in the Ferguson Center for the Arts should be delivered immediately to the **Music Department Office, Room A133**.

Thank you for your cooperation. If you have any questions or problems regarding these procedures, please direct them to Judy Gentry at 594-7050.