Individual Development Education Assessment (IDEA)

All IDEA's must be given in class and returned by a student representative to the Office of Faculty Evaluation within three days of the date administered. The instructor is not permitted to handle, see, or return the completed evaluations.

Instructions for Faculty:

- Prior to the time of administration, complete the colored Faculty Information Form with a #2 pencil and return it to the packet. If this form is not returned with the scantrons, the evaluation cannot be processed. Bubble ALL INFORMATION with a #2 pencil.

- Review with students the purpose of this process and the importance of providing honest feedback: *For example: The IDEA process is very important at APU. Your ratings will be most helpful to me and to the institution if you answer thoughtfully and honestly and if your comments are written so that I can make appropriate changes to this course in ways that will improve student learning. As student raters, you should also know that the results of your ratings for this class will be included as part of the information used to make decisions about promotion and extended contract, and department chairs and Deans will see these results. Please do your best to honestly and fairly assess your learning in this course.*

- Select a student who will be responsible for collection of all completed evaluation forms and delivery to the Office of Faculty Evaluation (West Campus, Duke 613).

- Make the Faith Integration questions available to the students, either via PowerPoint, handout, or overhead transparency (if provided).

- Distribute scantron evaluation forms to all students.

- Emphasize the use of a #2 pencil only and that all erasures must be complete.

- Instruct the students to complete the top section of the scantron in the space provided and to complete the entire form.

- Encourage students to write constructive comments on the back of the IDEA form. *(NOTE: the written comments may be returned to the instructor; the students may want to print to protect their anonymity).*

- After answering any questions, please leave the classroom but stay nearby with the classroom door opened.

Instructions for the Student Representative:

- Be sure the colored Faculty Information Form is in the envelope and returned with the scantrons.

- Return the packet to the Office of Faculty Evaluation (Duke 613) immediately after collecting all of the IDEA scantrons. The packet will be invalid if not returned within three days.