

## IDEA Evaluations / Check Sheet

1. When preparing the evaluation forms to be administered in the classroom:

\_\_\_\_\_ Prepare an envelope (9x12 or 10x13) for each course evaluated. In the upper left hand corner of the envelope on the top edge, include the following information:

1. College Name
2. Department
3. Faculty - Last Name, First Name
4. Course Prefix and Number
5. Class Days and Times
6. No. "E"nrolled and No. "C"ompleted

**Example:**

College of Engineering  
Dept. of Calculus  
Doe, Jane  
CAL 802  
MWF 2:15 – 3:30  
E 12 C 9

<input type="checkbox"/>
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2. When administering the evaluation in the classroom:

\_\_\_\_\_ **Faculty Information Forms (FIF's) must be completed on both sides in pencil.** Follow the instructions in the blue "IDEA--Directions to Faculty" booklets. Course objectives must be indicated –all 12 items. *Please see the ECU Department Code sheet for help in completing the Local Code Box* – ECU is now requesting everyone to fill in this box.

\_\_\_\_\_ Be sure each instructor has a box of pencils.

\_\_\_\_\_ In the envelope, place a form for each student enrolled in the class.

\_\_\_\_\_ IDEA Evaluations must be administered by someone other than the instructor and done **between mid-term and date as determined by Department Chair for return of material to the department.**

3. After the forms have been administered:

\_\_\_\_\_ Separate any unused/blank evaluation forms, from class packets and return unused material to: Office of Institutional Research/Coates 36A, Coates 201.

\_\_\_\_\_ Give any comment sheets to the department chair.

\_\_\_\_\_ Completed evaluations forms and FIF form need to all face the same direction. This will avoid misreads during the scanning process.

\_\_\_\_\_ Write the number of completed evaluations on the outside of the envelope (with a C \_\_\_\_). Place this number next to the number enrolled (see above example).

4. Before sending the forms to our office:

\_\_\_\_\_ The FIF form must be included with the evaluations for that course.

\_\_\_\_\_ All information on the FIF should match the information on the envelope.

\_\_\_\_\_ Check each evaluation form for the correct marking of bubbles. If a form has been completed in ink, mark over all bubbles with pencil (otherwise, the form will not scan).

5. Sending the forms:

\_\_\_\_\_ Return all completed forms to Institutional Research, Coates 36A

\_\_\_\_\_ Late evaluation forms will not be processed until the end of the following semester.

\_\_\_\_\_ Submit evaluation forms as they are completed. It is not necessary to wait until all your classes are evaluated to turn in the forms. ***All packets are to be opened and material checked before they come to the Office of Institutional Research.***

Thanks for your assistance.

Please call Anita Langford in Institutional Research (2-2015) if you have any questions.