

**IDEA ADMINISTRATION  
Material Summary Sheet**

[You may also email this information to [institutional.research@eku.edu](mailto:institutional.research@eku.edu) ]

DEPARTMENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

CAMPUS ADDRESS: \_\_\_\_\_

**IDEA Coordinator for department:** \_\_\_\_\_

Number of Materials Needed:

**One Faculty Information Form (FIF) is needed for each class evaluated. Enter the number of Faculty Information Forms requested by members of your department on Line A. Enter the total enrollment in all classes to be evaluated on Line B.**

A. \_\_\_\_\_ Number of additional Faculty Information Forms (**blue**) requested. (One for each class to be evaluated.)

B. \_\_\_\_\_ Number of IDEA forms needed.

**Return this form by October 19, 2007 to:  
Institutional Research  
Coates 36A  
622-2015**

**REMINDER:** *Completed* IDEA evaluation forms and Faculty Information Forms must be returned to the Office of Institutional Research by December 14, 2006, in order to be processed this semester.

Signature \_\_\_\_\_ Date \_\_\_\_\_