

An Overview of the Course Evaluation Process

IDEA stands for Instructional Development and Evaluation. Each term, courses are evaluated using the instrument (called [Learning Essentials](#)

[Form](#)) which includes student progress on objectives. It is activated by default. Faculty may request the long version (called [Diagnostic Feedback](#)) which includes an analysis of teaching methods. Requests for Diagnostic Feedback must be submitted within the first two weeks of each semester. Faculty who do not complete the Request Forms will automatically be assigned to use the [Learning Essentials Form](#).

- x Selection of Objectives: Faculty will receive an email from the IDEA Coordinator notifying them when their courses have been loaded and will then be asked to go to [Faculty Dashboard](#) to select the educational objectives that are relevant for the courses they are teaching (for more information, please see "[Completing the Objectives Selection Form](#)").

- x Student Communication to begin the survey process: Three weeks before a course ends, faculty will be sent an email advising them that students will soon be able to complete the IDEA assessment, and faculty will be encouraged to communicate with their students about whether class time will be utilized for the assessment process.
 - o If faculty wish to use class time for the assessment, students need to be instructed to bring a mobile device on the day that is being set aside for the assessment process.

- x Survey Completion: During the last two weeks of a regularly scheduled course (not including any finals week), students will be invited via email to complete the IDEA assessments for their courses. Students will be instructed to check with their faculty to determine if class time will be used to complete the instrument. Students who do not complete the IDEA assessment will be sent email reminders until the task has been completed. ([Suggestions for improving response rate](#).)
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Course Evaluation Results are returned to faculty in an electronic report. Reports will be available for faculty viewing after the grades submission deadline for the term in which they are teaching. Reports will be accessible at the same [Faculty Dashboard](#) where faculty go to select their course objectives.