

IDEA Spring 2009 Implementation

Date: February 9, 2009
To: Department Chairs
From: Gladys Chan, CLEAR

The implementation process for the Spring 2009 administration of IDEA is well underway. Department secretaries have been briefed and are working to collect the necessary information from faculty who are teaching this semester. Below is a timeline of events and brief explanations of what is happening or expected.

Important Dates for Spring 2009:

Classes Meet	January 26, 2009 - May 15, 2009
Secretaries to request Faculty Information Forms (FIF) and student forms	February 12, 2009
Online FIF period	February 16, 2009 – May 3, 2009
Paper FIF's due to secretaries	March 30, 2009
IDEA in-class course evaluation period	May 4, 2009 – May 15, 2009
Forms must be returned to CLEAR	May 26, 2009
Reports distributed to chairs and deans	June 30, 2009

December, 2008 – February, 2009:

1. Department secretaries received instruction on collecting information from faculty, ascertaining faculty choice for on-line versus paper IDEA course evaluation. Please note that faculty may choose either on-line or paper mode of course evaluation for each of their classes.
2. University questions on integration, diversity, and spiritual formation were developed by faculty teams, and submitted to the Faculty Town Hall Steering Committee for approval.

February – April, 2009 – Department Task: Optional additional questions on the departmental/course level can be developed and added to the list of university questions. Please note that there are 20 available additional questions, and 9 university-wide questions were submitted to the Faculty Town Hall Steering Committee for approval. Therefore, if you are planning on using additional questions, there will be room for 11. Additional questions are to be distributed with the red student forms during the IDEA course evaluation period.

February 12, 2009 – Department Secretaries' Task: Online Request Forms and paper form requests are due (Information should have been collected by secretaries, who are to submit the form via email to CLEAR).

March 1, 2009 – CLEAR Task: For all departments that submitted form requests by February 12, copies of course evaluation instructions, FIF's and student forms will be delivered to department secretaries. Secretaries will distribute requisite number of FIF's to each faculty member, and will hold the course evaluation instructions and student forms until the course evaluation period.

March 30, 2009 – Faculty Task: Completed FIF's must be submitted by teaching faculty to department secretaries (unless an earlier deadline has already been set by your department).

February 12 to May 3 – Faculty Task for Online Evaluations Only: Dates when faculty, who have chosen to administer IDEA course evaluations online, or department coordinators can fill in online FIF's. An email with a link to the FIF's will be sent to faculty's or department coordinators' address, according to the information provided to us by your secretary. A reminder email will be sent on March 16, and April 16 for those who have not filled out the form. Beginning two weeks prior to May 3rd, email reminders will be sent out every three days until the FIF is complete.

May 4 to May 15 – Faculty Task: Paper IDEA course evaluations are to be administered in-class. For faculty who have previously requested online course evaluations, email invitations and reminders will be sent to students on a regular basis until the course evaluations have been completed. Students will receive one invitation per course.

May 26, 2009 – Department Secretaries' Task: FIF's and student forms must be returned to CLEAR by this date. Forms received after this date will NOT be processed with other forms and will NOT be included in any department/school reports. Written comments will be handled by department secretaries and not returned to CLEAR.

June 30, 2009 – CLEAR Task: Reports (1 electronic and 3 paper copies per course) will be distributed to department secretaries.