

## IDEA Evaluations at SHSU Faculty FAQs

### What is the Student Rating of Instruction (commonly referred to as the IDEA Evaluation)?

SHSU uses the IDEA Center's Student Ratings of Instruction instrument to collect feedback from students on their learning within courses and their observations on teaching methods. By collecting feedback on student learning and teaching methods, faculty and administrators are able to make improvements to courses that lead to improved student learning.

The IDEA evaluation instrument is used at SHSU as it is a validated and reliable instrument, provides years of comparable data for institution and national discipline scores, provides faculty the opportunity to select those course objectives that are relevant for their specific courses, provides resources for faculty related to improving teaching methods, and provides adjusted scores that account for differences in courses such as class size, student motivation, and work habit.

### Why has SHSU opted to transition to a fully online IDEA Evaluation system?

IDEA has partnered with Campus Labs to develop a more up-to-date, dynamic, and streamlined online IDEA interface that will offer the institution improved reporting capabilities, decreased turn-around on reporting, an improved user experience for both students and faculty, and improved user security. One of the biggest benefits to the new online IDEA interface is its compatibility with mobile devices. Instructors will have the flexibility to decide if students will complete the evaluations outside of class or continue to allot time during a designated class period for students to complete their evaluations on their mobile devices.

### How will students access their evaluations?

Students will be presented with multiple avenues for accessing their IDEA evaluations. Each student will receive a system generated email to their SHSU email account alerting them that IDEA evaluations are open. The email will provide the student with a link (<https://shsu.campuslabs.com/courseeval/>) into their evaluation portal, which will list all courses for which they have an active evaluation that needs completion. Within the emails, students will be informed that their faculty may prefer they complete the evaluation during a designated class period. Students will get frequent email reminders until all evaluations are completed or the system closes. In addition to frequent email communication, students will have access to the evaluations through Blackboard. Blackboard will display an evaluation channel on the home screen that will list all evaluations that need to be completed. Faculty should also inform and encourage students to complete their evaluations.

### Are students able to access the evaluation for a course more than once (i.e., can the student start the evaluation, exit, and return later to complete it)?

Yes, students can access their evaluations at any time during the open evaluation period. Students may begin their evaluation, exit, and return later to complete or edit their responses.

### **How will faculty access their evaluations?**

Like students, faculty will be prompted of upcoming IDEA evaluations through their SHSU email. The emails and reminders will provide a link to a faculty evaluation portal (<https://shsu.campuslabs.com/faculty/>). The portal will be the source of all evaluation documentation, including the Faculty Information Form (now referred to as the Objective Selection Form), response rates for active and completed evaluations, and faculty reports. The link to the faculty portal will remain consistent from term to term and can be bookmarked for ease of access. The link will also be published on the Academic Planning and Assessment website.

### **How and when do faculty access their reports?**

Faculty will have access to their evaluation reports immediately following the conclusion of each term. When final grades are posted, each faculty member will receive an email to alert them of report availability. The link to the faculty portal will remain consistent from term to term and can be bookmarked for ease of access.

### **How are students encouraged to complete their IDEA evaluations?**

Students are encouraged to complete their IDEA evaluations through frequent email communications and reminders. Faculty are encouraged to communicate with their students prior to and during the evaluation period to explain to students the importance of their feedback. Faculty may also wish to provide students examples of past feedback and the resultant changes made to a course to show how the feedback is used.

### **Are all courses at SHSU evaluated using the IDEA evaluation instrument?**

Most courses at SHSU are evaluated using the IDEA evaluation instrument. Certain course types (i.e., thesis, dissertations, independent studies, etc.) are not subject to the IDEA evaluation due to the nature and delivery of course content. IDEA evaluations are administered in the fall and spring semesters, and upon request by each college for the summer terms. For the summer 2016 term, all courses subject to evaluation will be evaluated as a “soft go-live” for the new online system.

### **What is the timeline for students to complete the evaluations?**

During fall and spring semesters, students will be given approximately two weeks to complete their evaluations. The evaluation period will close prior to final exams. A current evaluation timeline will be posted at <http://www.shsu.edu/dept/academic-planning-and-assessment/idea-evaluations> each term.

### **Can I request different open and close dates for my course evaluations?**

The open and close dates for student evaluations are set at the institutional level and cannot be adjusted on a course by course basis. For fall and spring terms, the institution has determined that students should have the final two weeks of class prior to the start of final examinations to complete their evaluations.

### **Can I restrict students to completing their evaluations during a designated class period?**

Students are able to complete their evaluations at any time during the open administration period. However, email communication with the students announcing the opening of the evaluations each term will alert them that their faculty may wish to set aside time during a class period for them to complete their evaluations. Students are encouraged to follow these faculty instructions.

### **Can faculty view the questions that students will be asked on their evaluations?**

Yes, faculty may view the questions asked of students on the IDEA evaluations. From the faculty portal at <https://shsu.campuslabs.com/faculty/>, faculty can click on the “Course Evaluation Questions” button at the top right of the screen. Faculty can then click on “View Evaluation” for each of their assigned courses.

### **Is assistance available in interpreting my reports?**

Yes, the PACE Center offers IDEA workshops for faculty to assist in report interpretation. Please see: <http://www.shsu.edu/pace/idea-workshops.html>.