WHY EVALUATE INSTRUCTION?

LEVELS OF EVALUATION

- Institutional Assessment
- Program Assessment
- Course Assessment
LEVELS OF EVALUATION

http://www.rsu.edu/accountability/index.asp
LEVELS OF EVALUATION

http://www.rsu.edu/committees/assessment/index.asp
TEACHING PERFORMANCE EVALUATION MODEL

- Course Level

UNIQUE FEATURES: FACULTY INPUT

- Faculty Information Form (FIF)
- Allows faculty to tailor results for each course by identifying which of the 12 learning objectives are relevant to their courses
OTHER UNIQUE FEATURES:

- Focused on providing information to guide improvement efforts
- Evidence of validity and reliability
  - Cronbach’s Alpha: .84 - .94 (five scales, with > .70 recommended)
- National comparative data
  - 3,000,000+ forms processed annually
  - 350 colleges and universities
- Group summary data
MORE

- Faster group summary reports (departmental)
- Option for other types of reports
- Individual faculty diagnostic reports
- Less labor intensive
- Confidentiality
- Maps objectives to General Education goals
  - HLC accreditation
PARTICIPANT PACKET

- PowerPoint outline
- Training CD provided in 2009 and available through Deans and Department Heads
- You have permission to burn additional CDs
- Student Evaluation of Instruction Packets
TIME LINE

- The standard evaluation of instruction period is week 12 to 14
- November 5 - 16
- Packaging for IDEA Center completed during week 15 (by Academic Affairs)
- Week 16 (finals week), all forms forwarded to The Idea Center
ROGERS STATE UNIVERSITY
STUDENT EVALUATION OF INSTRUCTION PACKETS

- Faculty Information Form (FIF) Instructions—1 copy
- Local Codes list—1 copy
- Faculty Information Form (FIF)—1 orange form from IDEA Center
- Instructions to Student Proctor—1 copy
- Evaluation Form for Students—Number of enrolled students, burgundy form from IDEA Center
- Red, Security Return Envelope
PACKETS

- The label on each packet contains the following information:
Instructions for completing the Faculty Information Form (FIF) are included in each packet.

With the FIF form in front of you, view the instructional video on the IDEA Center website at: http://www.theideacenter.org/FIFVideo

PowerPoint instruction guide at: http://www.rsu.edu/accountability/assessment.asp
FACULTY INFORMATION FORM

- Use a No. 2 *Pencil*
- Rank the importance of objectives
- Write in the Discipline Code located on the course identification label on the packet envelope
- Local Codes are provided on a separate page in the packet
FACULTY INFORMATION FORM

- Up to 20 additional, course specific questions may be added to the evaluation form
- Some disciplines develop the same questions
- If additional questions are used, a copy of the questions must be included with the FIF form
- Refer to the scale for weighting the responses
- Once the form has been completed, return the FIF form to the packet
STUDENT PROCTOR INFORMATION

- **Student proctor** instructions are included in each packet.
- Course information is located on the packet envelope.
- Student proctors begin the evaluation process AFTER the instructor leaves the room.
STUDENT PROCTOR ACTIVITIES

Upon completion of the evaluation

- student proctor inserts the evaluations with the FIF form on top into the RED, SECURITY return envelope and seals

Place the packet with the out-going departmental campus mail located in the departmental administrative assistant’s office, OR

Place the packet in the campus post office drop box located in the lobby of the campus post office (Open 24 hours per day)

All packets are returned to Michelle Canan in Academic Affairs
SENDING PACKETS TO IDEA CENTER

- Deans, Department Heads and Adm. Assts. can access tracking sheet on N: drive
- Tracking spread sheet updated daily by Michelle Canan
RETURNING EVALUATION PACKETS

- Michelle Canan will open packets and organize for shipment (no student workers)
- Shipped to Idea Center on first day of Finals Week
- The IDEA Center returns the completed forms, departmental summary reports and faculty diagnostic reports within 10 working days
- Michelle Canan will distribute the reports within 2-3 weeks of receipt.
REPORTS

- RSU Overall Report
- Departmental Overall Report
- Individual Instructor Reports
- Sample reports can be found at: https://www.theideacenter.org/our-products/student-ratings-instruction/0029-sample-reports-student-ratings-instruction
EVALUATION COURSE SCHEDULE

Fall Evaluations: all classes except
- Cooperative agreement technology courses
- Continuing Education courses
- Individual Study courses
- Courses with \( \leq 3 \) student enrolled

Spring Evaluations: as follows
- Any course not offered during the previous fall semester
- Any instructor not evaluated the previous fall (new faculty)
- All full-time faculty employed at RSU \( \leq 2 \) years
- Any course or faculty member requested by department head or dean
QUESTIONS?