

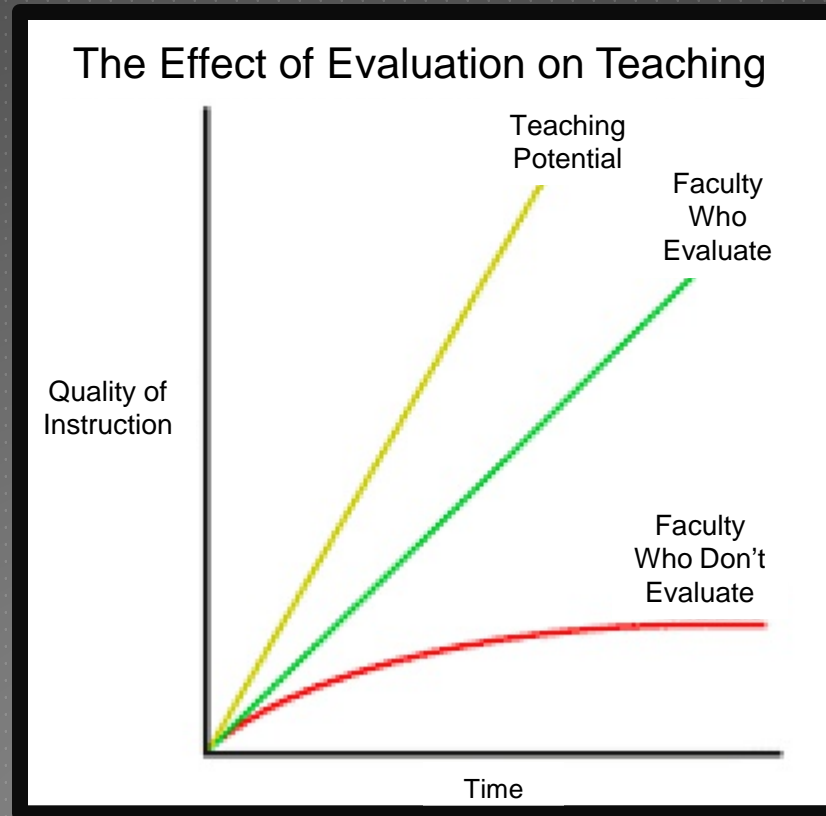
STUDENT EVALUATION OF INSTRUCTION

USING THE IDEA CENTER

Office of Accountability and Academics

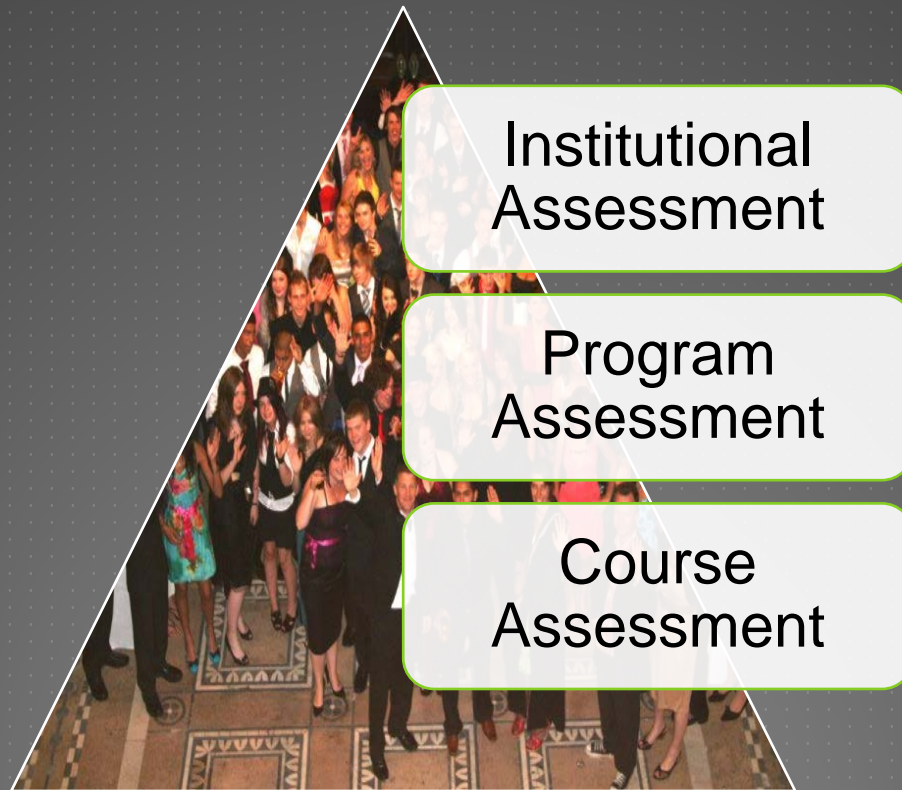
August 1, 2012

WHY EVALUATE INSTRUCTION?



Fink, L. (1999). *Evaluating Your Own Teaching*. Retrieved on August 12th, 2007 at: <http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/evaluate.htm>

LEVELS OF EVALUATION



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

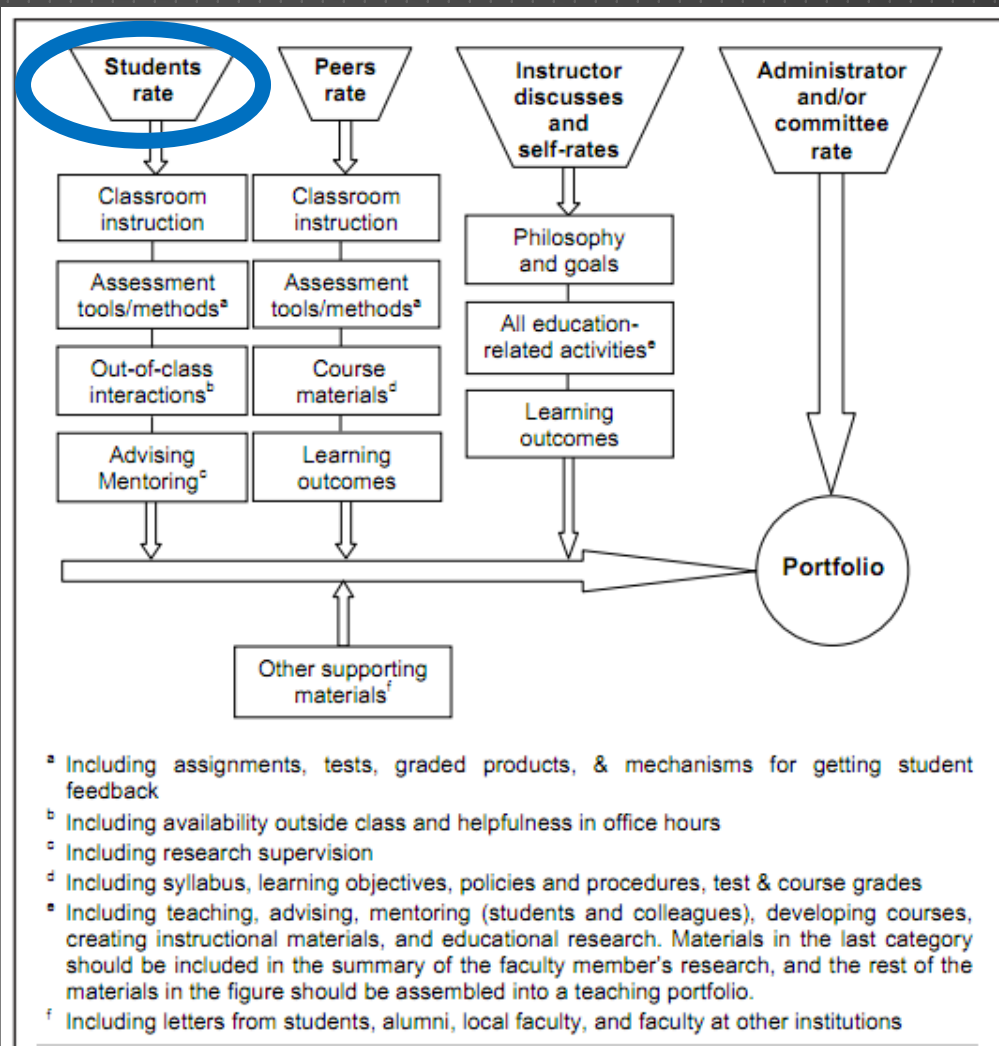


Figure 1. Teaching performance evaluation model.

Felder, R. & Brent, R. (2004). *How to evaluate teaching*. Chemical Engineering Education. 38(3). 200-202. Retrieved January 25, 2012 at

<http://www4.ncsu.edu/unity/lockers/users/f/felder/public/Columns/Teacheval.pdf>

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 $\geq .70$ recommended)
 - ▶ Technical Report:
<http://www.theideacenter.org/sites/default/files/techreport-12.pdf>
- ▶ 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

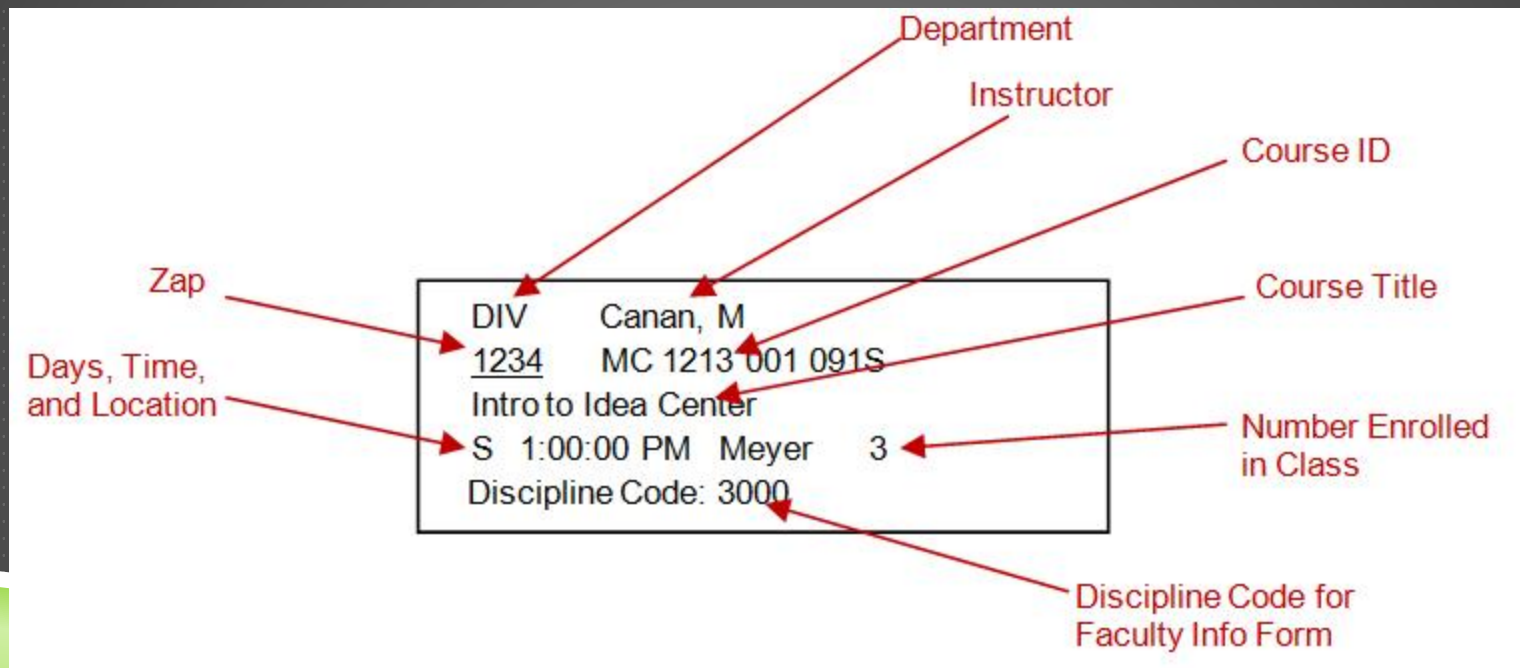
ROGERS STATE UNIVERSITY

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:



FACULTY INFORMATION FORM

- ▶ 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

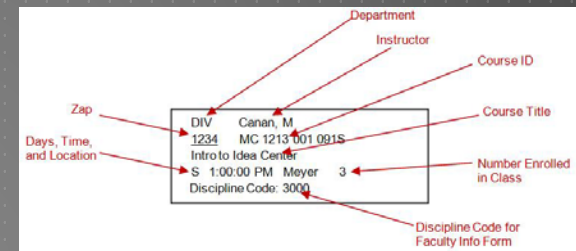
- ▶ Use a No. 2 *Pencil*
- ▶ Rank the importance of objectives
- ▶ Write in the Discipline Code located on the course identification label on the packet envelope
- ▶ Local Codes are provided on a separate page in the packet

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:

<http://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 ≤ 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 ≤ 2 years
- ▶ Any course or faculty member requested by department head or dean

QUESTIONS?

