

Additional IDEA Instructions for Faculty

Selecting IDEA Objectives

Using the scale provided, identify the relevance of each of the twelve objectives to the course. It is important to remember that no course can be all things to all students. It is recommended that you select no more than 3-5 objectives either as "Essential" or "Important," prioritizing what you want students to learn in your course. As a general rule, if you choose three objectives, only one should be "Essential"; if you choose five, only two should be "Essential." The weighting system used to generate summary results in the IDEA report (Progress on Relevant Objectives) weighs Essential objectives "2," Important objectives "1," and Minor objectives "0."

Mark each objective as:

M = "Minor or No Importance"; **I** = "Important"; or **E** = "Essential"

In selecting "Essential" or "Important" objectives, ask yourself three questions:

1. Is this a significant part of the course?
2. Do I do something specific to help the students accomplish this objective?
3. Does the student's progress on this objective affect his or her grade?

If you answer "Yes" to one or more of these questions, then that objective should probably be weighted "E" or "I" on the Faculty Information Form. The phrase "Minor or No Importance" recognizes that in most courses some of the twelve objectives will be considerably less important than others, even though some attention may be given to them. An "M" should be selected on the Faculty Information Form for such objectives.

For a more thorough discussion about selecting IDEA Objectives, please see, "Some Thoughts on Selecting IDEA Objectives" (<http://www.theideacenter.org/SelectingObjectives>).

Instructions for Classroom Administration of the IDEA System

The following instructions to the students should be read aloud (particularly during an in-class administration):

- Your ratings will be most helpful to the instructor and to the institution if you answer thoughtfully and honestly. Students sometimes wonder, "If the course was well taught and I learned a lot, should I rate every item high?" The answer is "No." IDEA focuses on what the instructor was trying to teach and on what you learned. As such, you are not expected to do progress well on every item. In recognition of this, items not related to this course are not counted in the final evaluation.
- As student raters, you should also know that the results of your ratings for this class will be included as part of the information used to make decisions about promotion/tenure/salary increases for this instructor. Fairness to both the individual and the institution require accurate and honest answers, such fairness also gives the instructor the best information to potentially improve the course for future students.

To insure objectivity and uniformity, after the instructions have been given, it is strongly recommended that the instructor leave the room while the students complete the student response forms.