College of Fine Arts fall 2007 IDEA
School collection procedure

Key components:

Faculty Information Form: Faculty members complete this form for each course being surveyed. The form allows them to tailor their results for each course as they identify which of 12 predetermined learning objectives are relevant to their courses.

Diagnostic Form: The survey instrument that gathers data from students in a participating class.

1. Faculty must complete a Faculty Information Form (an opscan sheet with blue type) for every course and section that they teach. These must be completed before the course evaluation forms are administered to students. They should be kept in the School office.

   In order to complete the form, faculty will need to know:
   - Institution name
   - Their name
   - Course number
   - Course objectives
   - The time and day the class meets
   - Enrollment
   - Department Code (This is not the ISU 3-digit code we are familiar with but rather the 4-digit CIPS code for the particular discipline in which the course can be classified. IDEA uses to these codes to group courses for comparison purposes.)

2. Diagnostic Forms are administered to students in the same manner and within the same time period other course evaluation instruments have been administered. Make sure there are plenty of number 2 pencils available.

   The students will need to know:
   - Institution’s name
   - Instructor’s name
   - Course number
   - Time and day the class meets

Some faculty (or groups of faculty) members may choose to add questions for students to answer. Writing, numbering, and copying the questions for distribution will be the responsibility of the individual faculty member. Copies of these questions must be delivered to a staff person in the School office for inclusion in the packet of Diagnostic Forms before they are administered to the class.
3. Once completed Diagnostic Forms are collected, they must then be merged with the Faculty Information Forms noting the following:
   - Each Faculty Information Form must be placed on top of (at the front of) the completed Diagnostic Forms from the class to which it corresponds.
   - Make certain the forms are right side up and facing forward. The top, right corner has been cut which will help identify any extra papers or those forms not organized correctly.
   - Blank forms should be removed.
   - Remove all rubber bands, paper clips, and post-it notes.

When possible, place class packets in individual envelopes; if a class is too large, place those in boxes. Do not separate Diagnostic Forms from their Faculty Information Form. As soon as all Diagnostic Forms have been collected and collated, deliver to the College office for final packaging and mailing.

If a faculty member asked additional questions and any of those sheets are returned with the Diagnostic Forms, they are not to be combined with the Diagnostic Forms. Those sheets may be discarded or returned to the faculty member.