

An Overview of the IDEA Process

IDEA stands for Individual Development and Educational Assessment and is the instrument TTU faculty use for the evaluation of teaching effectiveness. <http://www.ideaedu.org/Services/Student-Ratings-of-Instruction-Tools>. In 2006, the Academic Council approved the use of this tool's results for informing decisions regarding professional development, improvement of instruction, and future teaching assignments. The process used by TTU includes the following steps:

- **Each term, courses are automatically uploaded into the system for evaluation.** Tenured Faculty may still request the shorter version of the instrument (called Learning Essentials) by completing the "IDEA Short Form Request" (found on the Request Forms link of this website). Requests must be submitted within the first two weeks of each semester. Faculty who do not complete the Request Form will automatically be assigned to use the Diagnostic Feedback Form.
- **Course Exclusions:** Tenured Faculty may exclude courses from evaluation by submitting a "Course Exclusion Request Form" (found on the Request Forms link of this website). Requests must be made within the first two weeks of each semester. Faculty who do not complete "Course Exclusion Request Form" will automatically have all courses in the Banner system for the semester evaluated.
- **Selection of Objectives:** Faculty will receive an email from the IDEA Coordinator notifying them when their courses have been loaded and will then be asked to go to their Faculty Dashboard to select the educational objectives that are relevant for the courses they are teaching (for more information, please see "How to Complete the Objectives Selection Form" link on this website).
 - Faculty will continue to receive email reminders to select these objectives until such time as they complete the task or the administration window closes.
 - If faculty do not select objectives for a course, the default option will be for all 13 educational objectives to be selected as important, which can skew results.
- **Student Communication to begin the survey process:** Three weeks before a course ends, faculty will be sent an email advising them that students will soon be able to complete the IDEA assessment, and faculty will be encouraged to communicate with their students about whether class time will be utilized for the assessment process.
 - If faculty wish to use class time for the assessment, students need to be instructed to bring a mobile device on the day that is being set aside for the assessment process.
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- **Survey Completion:** During the last two weeks of a regularly scheduled course (not including any finals week), students will be invited via email to complete the IDEA assessments for their courses. Students will be instructed to check with their faculty to determine if class time will be used to complete the instrument. Students who do not complete the IDEA assessment will be sent email reminders until the task has been completed.
 - Each administration window will close at the end of the course (or before finals week begins), and neither students nor faculty will be able to access the course.
- **IDEA results** are returned to faculty in an electronic report. Reports will be available for faculty viewing after the grade submission deadline for the term in which they are teaching. Reports will be accessible at the same faculty dashboard where faculty go to select their course objectives.