

Adjunct Faculty Announcement

IDEA Student Ratings of Instruction Survey

The AIER Office will be administering the *IDEA Student Ratings of Instruction Survey* again this Fall 2013 semester. The IDEA Center is an off-island vendor that AIER has collaborated with in order to conduct an efficient and unbiased survey implementation. Results will be sent off-island for processing and will be used for institutional assessment reporting.

Survey packets for adjunct faculty will be available for pick-up in the Student Support Office (Bldg. B) starting October 21, 2013.

From October 21, 2013 to November 9, 2013, you must identify a **student in your class** to administer the survey at any time during this period. Please provide your designated student with a copy of the enclosed instructions a day or two prior to administering the survey so that he or she understands what to do. Provide the student with the survey packet on the day that the survey will be administered.

Surveys (completed and blank), and survey materials must be placed back in the pre-labeled brown envelope provided. The **student administrator** must drop off the envelopes containing these materials **immediately** into a return box located in the Student Support Office (Bldg. B) or the Rotunda of the Student Services and Administration Building (2000) after collecting all survey materials. Survey packets can also be returned directly to the AIER Office (Rm. 2227) in the Student Services and Administration Building (2000) from 8 a.m. to 5 p.m.

If you have any questions, please feel free to call the AIER staff at 735-5520. The information obtained from the *IDEA Student Ratings of Instruction* will be useful to you in assessing student learning and guiding teaching improvement.

Thank you for your continued commitment to GCC's assessment efforts.