





OFFICE OF ASSESSMENT, INSTITUTIONAL
EFFECTIVENESS & RESEARCH (AIER)
GUAM COMMUNITY COLLEGE
<http://www.guamcc.edu/Runtime/aier.aspx>

Memorandum

TO: To All Faculty

VIA: Dr. R. Ray D. Somera
Vice President for Academic Affairs 

FROM: Marlena Montague, Assistant Director, AIER 

SUBJECT: Fall 2014 IDEA Student Ratings of Instruction Survey

DATE: September 24, 2014

The AIER Office will be administering the *IDEA Student Ratings of Instruction Survey* again this Fall 2014 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.

The *IDEA Student Ratings of Instruction Survey* is designed to assess student learning and to guide teaching improvement. Self-report of student learning on specific course objectives selected by faculty is used as a primary measure of teaching effectiveness.

Surveys will be administered between **October 13, 2014 to October 25, 2014**. The AIER Office will be contacting the instructors of courses held outside of this survey administration period to make arrangements to include these courses in the Fall 2014 semester collection.

The *IDEA Student Ratings of Instruction System* includes the Faculty Information Form (FIF) (included in your packet). The FIF includes 12 learning objectives and you must indicate which of these objectives you consider to be relevant (*important or essential*) to your class. Since effective teaching is defined in terms of progress on the objectives selected, it is important that you are thoughtful in your selection. Objectives considered *important or essential* are those requiring substantial and explicit effort towards their achievement, and achievement of the objective is meaningfully reflected in the appraisal of student progress.

The objectives you select should be discussed with your students. Students should be informed that they are going to be asked to rate their own progress on these objectives and that these ratings are taken seriously by the College.

IDEA recommends that you select 3-5 objectives as *important* or *essential* for each class. When more than five (5) objectives are selected, effectiveness ratings are considered adversely affected because you may be trying to accomplish too much. A more thorough discussion of selecting objectives can be found in the Directions to Faculty document included in your packet or in the Some Thoughts on Selecting IDEA Objectives document at www.theideacenter.org/selectingobjectives.

Please read the Directions to Faculty document prior to completing the attached FIF. Also included in your packet is a sheet entitled IDEA Discipline Codes for GCC Courses. Please use the codes identified for your particular discipline when completing the FIF.

FIFs must be completed prior to the administration of the survey. They must be returned no later than **October 9, 2014**. Completed FIFs must be placed back into the pre-labeled brown envelope and placed in drop boxes located in the Student Support Services Office or the Faculty Lounge. You may also drop off completed forms directly to the AIER Office in the Student Services and Administration Building.

SURVEY ADMINISTRATION

AIER staff will be distributing student survey packets directly to full-time faculty. If full-time faculty is not available, survey packets will be given to your department's support staff for distribution. Survey packets for adjunct faculty will be available for pick-up in the Student Support Office (Bldg. B) starting **October 9, 2014**.

From **October 13, 2014 to October 25, 2014**, you must identify a student in your class to administer the survey at any time during this two-week period. Provide the student with the survey packet on the day that the survey will be administered. Have the student review the *Instruction for GCC Student Ratings of Instruction Survey Administrators* so that he or she understands what to do.

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 survey will be useful to you in assessing student learning and guiding teaching improvement.

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