

From: Office of the MSU Provost
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Cc: [Eitle, Tamela](#)
Subject: Modernization of the Student Course Evaluation Process
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Attachments: [image003.png](#)



Office of the Provost

To: Faculty

Re: Modernization of the Student Course Evaluation Process

Date: September 6, 2018

This semester, Montana State University will implement the Knapp and the [IDEA Teaching Essentials](#) course evaluation forms **using an online only format**. The shift to an online format for evaluations will facilitate timely feedback and expand opportunities that were not available thru the paper version of the Knapp forms.

In Fall 2018, faculty in the College of Arts and Architecture, Jake Jabs College of Business and Entrepreneurship, and the College of Education, Health and Human Development will participate in the first wave of implementation of the IDEA* Teaching Essentials instrument. All other faculty will use the online Knapp form in Fall 2018.

In Spring 2019, MSU will implement the IDEA Teaching Essentials instrument across all colleges and courses. Beginning in academic year 2019-20, a wider range of IDEA instruments will be available to departments and programs.

[IDEA](#) offers research, training and a suite of tools for course evaluation. Faculty will have the opportunity to learn about these and about strategies to encourage high response rates through in-person and online training this Fall. To improve response rates, students in face-to-face courses can be encouraged to complete these evaluations in class using electronic devices. Providing students 5-10 minutes of class time to complete the evaluation using their cell phones, tablets, laptops or desktop computers will maximize participation in evaluations.

The Center for Faculty Excellence (CFE) staff and faculty representatives will be trained in September and October and will facilitate workshops and resources on their website throughout the academic year for faculty to learn more about the IDEA system and best practices to maximize student participation in online course evaluations. Vice Provost Eitle, CFE Staff and faculty representatives are available upon request to attend departmental or college meetings to introduce the IDEA

course evaluation system and to provide information about how faculty may participate in online and campus trainings.

Faculty at Montana State University care deeply about student learning and student success. We invite you to participate fully in the campus wide implementation of online course evaluations and the IDEA course evaluation system.

IDEA Implementation Timeline	
Departmental and college brief introductions to IDEA (Vice Provost and CFE staff)	August and September 2018
Train the trainers: Training of CFE staff and faculty volunteers	September-October 2018
Faculty training – Administering online in-class evaluations and introduction to IDEA	October-November 2018
Implementation of IDEA in CAA, JJCBE and EHHD	Fall 2018
Final use of Knapp in other colleges	Fall 2018
Faculty training- Administering online in-class evaluations and introduction to IDEA	January-April 2019
Implementation of IDEA in all colleges	End of term Spring 2019

*IDEA was piloted at MSU in Fall 2014 in 43 sections taught by 19 faculty in the Jake Jabs College of Business and Entrepreneurship (JJCBE) and the Department of History and Philosophy in the College of Letters and Science. The pilot was conducted because of limitations in the Knapp instrument and its lack of formative feedback for improving teaching and learning and because the tool is approaching the end of its operational functionality.

As a follow-up to the pilot, a task force was formed in 2017 and to plan for procurement and implementation of an evidenced-based course evaluation instrument to replace the Knapp forms. The IDEA system, based on 45 years of research, stood out as a course evaluation system that offered 1) an interface that students and faculty can easily use, 2) customizable feedback, 3) an opportunity to administer mini assessments in the classroom throughout the semester and 4) the ability to calibrate scores for factors such as class size and student preparation.

Most Sincerely,



Dr. Robert L. Mokwa | Executive Vice President and Provost

Montana State University

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