

## IDEA Campus Labs and Co-taught Courses

The new IDEA Campus Labs platform is designed to accommodate standard co-taught courses,\*\* where a standard co-taught course is one in which all the students in the class have meaningful interaction with all of the faculty who are listed as co-instructors for the course. While the system is designed to accommodate this type of co-taught course, they are inherently more complicated to evaluate than a course that has only one instructor. The following information is intended for faculty who are listed as co-teaching a course in Banner as well as their chairs, program directors, and deans.

\*\* Note: If you co-teach a course that is not “standard” in this way, (that is, the course is NOT one in which all students in the course have meaningful interaction with all the faculty who teach in the course), contact the Office of Faculty Development when you make your selections in Self-Service to discuss options for evaluating your course.

### **Faculty Selection of Courses:**

1. Each faculty member of a co-taught course may select the course for Evaluation(TTP), Development-Shared, Development-Personal, or No Evaluation in Self-service. Since, however, the IDEA Campus Labs (IDEA-CL) system registers evaluations by course, not by individual instructor, the course will only be loaded into the system if *any* of the course instructors select it for some level of evaluation.
  - a. The course will be categorized in the evaluation system based on the lowest level of information-sharing selected by any of the instructors.
  - b. For example, if one person chooses, “Evaluation(TTP)” and another “Development-Shared,” the course will be categorized as “Development-shared” in the Campus Labs system.
    - Note: For instructors who had chosen “Evaluation(TTP),” but had the course evaluation moved to Development due to the selection made by a co-instructor, the Office of Faculty Development will move the evaluations to “Evaluation (TTP)” for the instructor who requested it after evaluations are completed.
  - c. In the case that one instructor chooses “Evaluation(TTP)” and another elects no evaluation at all, the course will be categorized as “Development-Personal,” which allows the instructor who requested evaluation to move the results to the Evaluation File while simultaneously preventing release of results (to administration/TTPC) for the faculty member who selected “No Evaluation.”
2. When a course is loaded into IDEA-CL, *all* faculty who are instructors in the course, regardless of selection in Self-service, will be loaded as co-instructors of the course. This occurs because the IDEA-CL system loads information by course, directly from information in Banner, not by individual instructor.
3. Once a course is loaded into the IDEA-CL system, all faculty for the course will receive emails and reminder emails, regardless of whether that faculty member was the one that selected to have the course evaluated.
4. Each faculty member who wishes to use the evaluation needs to complete his/her own Objectives Selection Form (OSF) for the course. Once this is completed, OSF reminder emails will cease. Each faculty member may choose his/her own objectives; they do not need to match, as IDEA-CL will generate an individual evaluation for each faculty member.
5. While each instructor selects her/his own objectives, there is only one evaluation and one evaluation link. Once any of the instructors has the students complete the evaluation, it will have been completed for all faculty members who teach in the course.

6. If any instructor selects some level of evaluation, a report will be generated in the IDEA-CL platform for each co-instructor of the course. In other words, if any of the co-instructors requests some level of evaluation, a Development-level report will be generated for each instructor individually, even those who selected “No Evaluation.” Faculty who wished to have no evaluation completed may choose to either review or ignore the results of the developmental evaluation.

### **The Student Experience:**

1. When students are evaluating the course, they will be prompted to answer the questions for each instructor in the course individually, regardless of whether the faculty member requested the course for some level of evaluation. As may be surmised, this can be somewhat exasperating to students, since they have to answer the same questions for the same course, but for each instructor. The benefit, however, is that IDEA-CL generates instructor-specific reports.
2. Faculty should alert students that they will be prompted to answer questions by individual instructor. The instructor for whom they are responding to questions will be listed at the top of each page.
3. The IDEA-CL system requires that students answer all quantitative questions for all instructors listed in the evaluation in order for it to be completed.

### **Recommendations:**

Given the above, the Office of Faculty Development recommends the following practices for faculty who will be evaluating (at some level) a co-taught course.

1. Faculty who co-teach a course should communicate with one another about which level of evaluation each one plans to select. Different levels may be selected by each person, but it is helpful if each co-instructor knows what to expect.
2. Each instructor should fill out the OSF. This will allow results to be used developmentally if desired (even for instructors that had not requested an evaluation) and completion of the OSF also terminates the sending of reminder emails.
3. Faculty who co-teach a course should communicate with one another to determine in which class period the evaluation link will be made available to students.
4. Faculty should inform students that they will be prompted to answer questions for each co-instructor and ask that they attend to this as they fill out the evaluation.
5. For courses with multiple instructors, faculty should allot additional time for the evaluation as students will be prompted to answer each set of questions for each instructor.

If you have additional questions, please feel free to contact the Office of Faculty Development ([facdev@messiah.edu](mailto:facdev@messiah.edu)).

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