

**South Dakota Board of Regents  
IDEA Student Rating of Instruction  
Implementation Procedures**

**I. Background**

In December 2005, The South Dakota Board of Regents approved a recommendation from the Student Opinion Survey Task Force to select the IDEA Student Ratings of Instruction for gathering student opinion data for use in faculty evaluation. In March 2006 the System Guidelines for Administration were approved. Beginning with Spring 2006, the IDEA Survey Form, *Student Reactions to Instruction and Courses*, will be used. However, due to implementation timelines, for Spring 2006 only, courses ending prior to the end of term (e.g. short courses, workshops), will not be included.

**II. Personnel**

**A. Board of Regents**

The Director of Academic Assessment will serve as the Board of Regents' contact person for IDEA SRI.

**B. Regental Institutions**

1. Each university will identify individual(s) with overall management responsibilities related to IDEA Student Ratings of Instruction (SRI). This person will serve as the primary contact person for the IDEA student rating system and the Board of Regents personnel regarding the administration of the IDEA SRI at his/her institution.
2. The Universities may appoint a coordinator for distance/internet courses and one for on-campus courses.
3. The university's contact person will be responsible for ordering IDEA materials and ensuring that the forms are returned to IDEA for processing. Refer to *IDEA Fee Schedule and Order Form* and the *Guide to Shipping the IDEA Student Ratings of Instruction* from the IDEA Center Packet. While each university is responsible for ordering, IDEA will provide a discount based on the combined order from the Regental Institutions.

**III. Administration Procedures**

**A. Institutional Procedures**

1. Administration of the surveys must be in compliance with IDEA and university procedures.
2. Universities will develop appropriate local procedures for managing the administration of the IDEA system and instructions for classroom administration of the IDEA system. (Sample is available in the *IDEA Directions to Faculty*.)

**B. University Affiliation**

1. Courses/faculty at Technical Institutes will be surveyed as appropriate by the responsible University.
2. To prevent duplication, the originating Regental Institutions (whose faculty member is providing the instruction) is responsible for surveying its distance education students/courses (paper based or online) regardless of the students' locations.

**C. Reliability Measures**

1. Each University will determine the minimum number of completed forms needed for reliability and validity. IDEA recommends that there be at least ten (10) forms submitted for report reliability or a number that is representative of the course enrollment (perhaps 5 or 7 for graduate courses).
2. All related sections of distant delivered courses (on/off campus, distance, in/out of state) may be combined where appropriate to maximize enrollment and ensure a reliable report.

**D. Exemptions**

The Vice President for Academic Affairs may approve course exemptions from the evaluation process (thesis, dissertation, independent study, clinical sections, special topics, capstone, practicum, student teaching, etc).