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**WE HAVE AN IDEA FOR YOU!** \*\*\*\*\*

**FACULTY NEWSLETTER** \*\*\*\*\*

**from Institutional Research & Assessment** \*\*\*\*\*

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**Notes:**

By now you should have received your IDEA evaluation packets. I. If you have packets that you are not going to use, please just return them to us. II. If you do not have packets you need, please let us know, and we will get them to you within a day (quicker if need be).

**Evaluating:**

Remember to

- A. give your class any instructions you feel are necessary such as
  - \* pointing out extra items to which you want them to respond
  - \* asking them to bubble the scanning form carefully
  - \* reminding them about which objectives you are most interested in receiving feedback
- B. get a student to collect all the forms in an envelope and deliver it to the department secretary (or slip it under the department door if after 5 pm
- and C. leave the room until the students are finished.

I hope your semester is going well. If you need anything with which IR&A can help, please let us know.

Sarah

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