

ICES Frequently Asked Questions

Q: Where/How do I get Red Forms?

A: Departments must identify the number of red request/order forms needed (which is the number of sections taught in which student ratings of instruction will take place) during each semester no later than three weeks into the beginning of each semester, or no later than one week into the beginning of each summer session. Individual departments send this request to the respective College Coordinator who reviews it and in turn forwards the request for order forms to the Campus Coordinator. (from pg 1, section 2-a of the Standard Procedural Protocol)

<http://www.wmich.edu/poapa/ICES/ICESProceduralProtocolMay04.pdf>

Q: What sections on the Red Form do I fill out, and how?

A: Departmental staff complete (using #2 pencil only) the front of red request/order forms except for items 3 and 9, which may be completed either by the faculty member or by departmental staff. **All items are filled in from the left side, except for item #5.** Coding information can be found on pg 1, section 4 of the Standard Procedural Protocol.

Q: What is my department code number?

A: The department's ICES code number is a five-digit number assigned to academic units by the ICES Campus Coordinator and listed on the ICES website available at the following link (from pg 1, section 1 of the Standard Procedural Protocol): <http://www.wmich.edu/poapa/ICES/ICESMaster.pdf>

Q: Can I get a copy of the yellow ICES Catalog of questions?

A: A new catalog may be requested for new faculty members by contacting the Campus Coordinator. An on-line version of the catalog is available at: <http://www.oir.uiuc.edu/dme/ices/catalog>

Q: How do I know when to send in the Red Forms?

A: There is a ICES Implementation Timeline, which provides dates for each action to be taken, published on the ICES website at <http://www.wmich.edu/poapa/ICES>

Q: Do Faculty have to choose individual items?

A: No. However, individual items are particularly aimed at professional development, providing instructors the opportunity to obtain specific feedback on issues of interest to them.

Q: What is the Faculty member supposed to tell students regarding completion of the evaluations?

A: There is a script for administration of ICES Student Rating of Instruction that can be found on pg 4 of the Standard Procedural Protocol.

Q: I received the evaluation forms and found that I had filled out a section wrong on the Red Form. How can I correct it now?

A: In order to assure the data report that comes back to the instructor is correct please complete a new Red Form with the corrected information, be sure to include the three digit batch number and the last four digits of the sequence number. Those numbers can be found on the original red form in the "Processing Code-Office Use" section. Have the newly created Red Form accompany the completed evaluations to scanning services.

Q: What do I do with extra unused forms?

A: Unused (blue) evaluation forms cannot be used again due to semester specific encoded information (they may be recycled).

Q: Can I get a re-print of an ICES report, because I can't find the original?

A: Yes, provide the department name, department code number, course number, faculty name and semester to the College Coordinator who will forward the request to UIUC.

Q: How often must faculty have their courses evaluated?

A: Board-appointed and untenured faculty are "required" to conduct ICES evaluation one semester per course each academic year, however, they may elect to conduct them more often. Some department policy statements require student evaluations every semester for every instructor and some department chairs may request that instructors conduct them more often as they are building their case for tenure.