

Department IDEA Contact

Faculty

IDEA @ ITS

IDEA @ KSU

Order Faculty Information Forms (FIFs)

Submit FIFs prior to pre-determined deadline

Order FIFs

Mail the requested number of forms

Process FIFs. Return incomplete forms.

Order Short and Diagnostic Forms

Mail IDEA forms and instructions to UNM faculty

Recieve IDEA surveys from ALL departments

Scan IDEA surveys FTP IDEA surveys

Email instructor & dept chair reports. Mail instructor surveys

Mail FIFs

Mail Short and Diagnostic Forms

Process IDEA surveys

Complete missing information

Designate student to administer & campus mail surveys

