1. Introduction
   - Introduce yourself.
   - Emphasize that reviewed professor has requested this process to improve his/her teaching.
   - All comments will be presented anonymously. The professor will see no handwritten documents, only collected material.
   - Purpose is to see how you are experiencing the class and to open the possibility of making adjustments now.
   - Give overview of the process to students.
   - Small group discussion of three questions:
     - What aspects of this course are currently enhancing your learning?
     - What changes could be made to better enhance your learning?
     - What can you do to enhance your learning?
   - Debriefing of main ideas on newsprint.
   - Rating as a group.
   - Rating as individuals.

2. Group Discussion
   - Small groups of 3-5 discuss three questions (about 5-7 minutes)
   - Be sure that one person is recording everyone’s comments

3. Debriefing of main ideas on newsprint
   - Ask for ideas from groups in each question recording main ideas on newsprint;
   - Be sure that all ideas are represented by the group.

4. Rating as a group
   - Have students nominate top three most important ideas for each question;
   - Move through the questions (shouldn’t take more than a minute or two);
   - Identify key words for each of the top three.

5. Rating as individuals
   - Hand out individual assessment sheets and have students write in the top three ideas as keywords for each question;
   - Have students rate individually;
   - Turn in sheets.

6. Collect, compile and share with faculty member.