**Time Line for Online and Paper Student Course Evaluations Spring 2014**

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| **Timeframe** | **Activity** |
| **February 10, 2014** | IRA (Denise Moses) will send the Course List Forms to Deans’ Administrative Assistants in order to determine which sections will be doing student course evaluations and by which method (paper or online). |
| **February 21, 2014** | Deans’ Administrative Assistants will send completed Course List Forms to IRA (to Denise Moses copying Cheri Burbank) by this date. |
| **February 25, 2014** | IRA (Denise Moses) will send the Quarter 3 paper student course evaluation packets to the appropriate Department Secretaries. |
| **February 26 to February 28, 2014** | Department Secretaries distribute student course evaluation packets to Professors. |
| **March 3, 2014 to March 7, 2014** | Professors will administer Quarter 3 paper student course evaluations in class and Quarter 3 online student course evaluations will be available for completion. Blue forms will be sent to departments via campus mail immediately upon receipt by IRA. |
| **March 17 to**  **March 23, 2014** | Spring Break |
| **April 7 to**  **April 11, 2014** | IRA (Denise Moses) will deliver the paper student course evaluation packets to the deans’ Administrative Assistants. Deans’ Administrative Assistants distribute packets to department secretaries |
| **April 14 to**  **April 18, 2014** | Department Secretaries distribute paper student course evaluation packets to Professors |
| **April 21 to**  **May 10, 2014** | Professors will administer the paper student course evaluations in class and online student course evaluations will be available for completion. Blue forms will be sent to departments via campus mail immediately upon receipt by IRA. |
| **May 12, 2014** | Online evaluation system closed and completed paper Scantron forms and comment sheets due to IRA. |
| **May 15, 2014** | Final grades due to Enrollment Services by 8 am. |
| **May 27, 2014** | Online course evaluation data made available to professors. |
| **June 3, 2014** | IRA will deliver Scantrons for processing to the Computing Center for processing. |
| **June 4 to**  **June 6, 2014** | IRA will send comment sheet packets via campus mail to professors. |
| **June 17, 2014** | Computing Center will provide reports to IRA. IRA will deliver both report copies to the Deans’ Offices. |
| **June 20, 2014** | IRA will make arrangements for Facilities to pick up Scantrons and have them moved to Flagler-Metzgar for storage. |