

Summer 2017 Timeline

Term: Summer 2017	TLC/ VPFA sends Query to Dept POC	Query Due to TLC/ VPFA	Import Courses/ Dropped Students removed	Release Date	Close Date	Reports
Session 1: 4 weeks 5/15-6/9	May 22	May 26	June 1-June 2	June 5	June 8	<p>Week of August 14</p> <p>TLC/ VPFA sends Department POCs zipped files with results and raw data.</p> <p>Department POCs email combined reports and module folders to instructors as indicated in the zip file.</p> <p>TLC/ VPFA sends automatic individual reports to instructors.</p>
Session 1 (Online): 8 weeks 5/15-7/7	May 22	May 26	June 14-June 27	June 28	July 5	
Session 2: 8 weeks 6/12 - 8/5	June 26	July 7	July 17- July 25	July 26	August 2	
Full Term: 12 weeks 5/15- 8/10	June 26	July 7	July 8- July 25	July 26	August 2	

4 week and 8 week (Session 1):	8 week (Session 2) and 12 week Sessions:
<p>May 22, 2017</p> <ul style="list-style-type: none"> - Departmental Query Spreadsheet from the Office for Faculty Affairs, are sent by Faculty Affairs to Departmental Points of Contact for cross-checking regarding course inclusion/exclusion. - Last day for departments to decide to use Online Course Evaluation System for Summer 2014 – 4 week courses <p>May 26, 2017: Session 1 Query Due</p> <ul style="list-style-type: none"> - Completed Departmental Query Spreadsheets are due to the Office for Faculty Affairs - Any new requests for different or customized versions of the course evaluation questionnaires for your department are due. 	<p>June 26, 2017</p> <ul style="list-style-type: none"> - Departmental Query Spreadsheet from the Office for Faculty Affairs, are sent by Faculty Affairs to Departmental Points of Contact for cross-checking regarding course inclusion/exclusion. - Last day for departments to decide to use Online Course Evaluation System for Summer 2014 – 8 week courses <p>July 7, 2017: Session 2 and Full Term Query Due</p> <ul style="list-style-type: none"> - Completed Departmental Query Spreadsheets are due to the Office for Faculty Affairs - Any new requests for different or customized versions of the course evaluation questionnaires for your department are due.

4 week only: June 5, 2017

- Students receive the first email to participate in the Online Evaluation with link and password

4- week only: June 6, 2017

- Students receive daily reminder emails for course evaluations not yet completed.
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4- week only: June 7, 2017

- Instructors with response rates below 40% will receive email notifications.

4- week only: June 8, 2017

- At 11:55pm, student access to the online evaluation system closes.

4- week only: June 9, 2017

- **Response rate reports sent to POC for distribution to faculty**

8 (S1) week only: June 28, 2017

- Students receive the first email to participate in the Online Evaluation with link and password

8 (S1) week only: June 29, 2017

- Students receive daily reminder emails for course evaluations not yet completed.
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8 (S1) week only: June 30 , 2017

- Instructors with response rates below 40% will receive email notifications.

8 (S1) week only: July 5, 2017

- At 11:55pm, student access to the online evaluation system closes

8 (S1) week only: July 6, 2017

- **Response rate reports sent to POC for distribution to faculty**

August 14, 2017

- Following the final grading deadline for 8 and 12-week summer session courses, the Office for Faculty Affairs begins to send reports to instructors.

July 26, 2017

- Students receive the first email to participate in the Online Evaluation with link and password

July 27, 2017

- Students receive daily reminder emails for course evaluations not yet completed.

July 31, 2017

- Instructors with response rates below 40% will receive email notifications.

August 2, 2017

- At 11:55pm, student access to the online evaluation system closes.

August 3, 2017

- **Response rate reports sent to POC for distribution to faculty**

August 14, 2016

- Following the final grading deadline for the 8 and 12-week summer session courses, the Office for Faculty Affairs begins to send reports to instructors.