

Spring 2018 Timeline

Term: Spring 2018 (220181)	VPFA sends Query to Dept. POC no later than	Query Due to VPFA	Import Courses	Course Evaluation Release Date	Course Evaluation Close Date	Reports
Term A: 8 weeks Jan 16- March 9	Monday January 29	Friday February 9	February 12- February 23 *	Wednesday February 28 at 12:00 am	Wednesday March 7 at 11:55 pm	Reports will be sent and shared with department Point of Contacts (POCs) starting week 18, following submission of grades
Term B: 8 weeks March 12- May 11	Monday February 19	Monday March 12	April 16- April 27 *	Wednesday May 2 at 12:00am	Wednesday May 9 at 11:55 pm	
Full Term/ 16 weeks Jan. 16- May 11	Monday February 19	Monday March 12	March 26 – April 13*	Monday April 23 at 12:00 am	Sunday May 6 at 11:55 pm	

❖ Any changes to queries regarding course, faculty or student changes must be personally communicated to our campus unit immediately. Please note that we cannot fulfill any requests for changes made after this date.

Term A	Term B	Full Term
Monday January 29, 2018 <ul style="list-style-type: none"> - Departmental Query Spreadsheets from the Office for Faculty Affairs, are sent by Faculty Affairs to Departmental Points of Contact for cross-checking regarding course inclusion/exclusion. 	Monday February 19, 2018 <ul style="list-style-type: none"> - Departmental Query Spreadsheets from the Office for Faculty Affairs, are sent by Faculty Affairs to Departmental Points of Contact for cross-checking regarding course inclusion/exclusion. 	Monday February 19, 2018 <ul style="list-style-type: none"> - Departmental Query Spreadsheets from the Office for Faculty Affairs, are sent by Faculty Affairs to Departmental Points of Contact for cross-checking regarding course inclusion/exclusion.
Friday February 9, 2018 <ul style="list-style-type: none"> - Completed Departmental Query 	Monday March 12, 2018 <ul style="list-style-type: none"> - Completed Departmental Query 	Monday March 12, 2018 <ul style="list-style-type: none"> - Completed Departmental Query

<p>Spreadsheets are due to the Office for Faculty Affairs</p> <ul style="list-style-type: none"> - Any new requests for different or customized versions of the course evaluation questionnaires for your department are due. <p>Wednesday February 28, 2018</p> <ul style="list-style-type: none"> - Students receive the first email to participate in the Online Evaluation with link and password <p>Thursday March 1, 2018</p> <ul style="list-style-type: none"> - Students receive <u>daily</u> reminder emails for course evaluations not yet completed. <p>Monday March 5, 2018</p> <ul style="list-style-type: none"> - Instructors with response rates below 40% will receive email notifications. <p>Wednesday March 7, 2018</p> <ul style="list-style-type: none"> - At 11:55 pm student access to the online evaluation system closes. <p>Thursday March 8, 2018</p> <ul style="list-style-type: none"> - Response rate reports are sent to department POCs <p>18th week</p> <ul style="list-style-type: none"> - Following the final grade submission date, the Office for Faculty Affairs begins to send reports to instructors. 	<p>Spreadsheets are due to the Office for Faculty Affairs</p> <ul style="list-style-type: none"> - Any new requests for different or customized versions of the course evaluation questionnaires for your department are due. <p>Wednesday May 2, 2018</p> <ul style="list-style-type: none"> - Students receive the first email to participate in the Online Evaluation with link and password <p>Thursday May 3, 2018</p> <ul style="list-style-type: none"> - Students receive <u>daily</u> reminders emails for course evaluations not yet completed. <p>Monday May 7, 2018</p> <ul style="list-style-type: none"> - Instructors with response rates below 40% will receive email notifications. <p>Wednesday May 9, 2018</p> <ul style="list-style-type: none"> - At 11:55 pm student access to the online evaluation system closes. <p>Thursday May 10, 2018</p> <ul style="list-style-type: none"> - Response rate reports are sent to department POCs <p>18th week</p> <ul style="list-style-type: none"> - Following the final grade submission date, the Office for Faculty Affairs begins to send reports to instructors. 	<p>Spreadsheets are due to the Office for Faculty Affairs</p> <ul style="list-style-type: none"> - Any new requests for different or customized versions of the course evaluation questionnaires for your department are due. <p>Monday April 23, 2018</p> <ul style="list-style-type: none"> - Students receive the first email to participate in the Online Evaluation with link and password <p>Wednesday April 25, 2018</p> <ul style="list-style-type: none"> - Students start to receive reminder emails every 2 days for course evaluations not yet completed. <p>Monday April 30, 2018</p> <ul style="list-style-type: none"> - Instructors with response rates below 40% will receive email notifications. <p>Sunday May 6, 2018</p> <ul style="list-style-type: none"> - At 11:55 pm student access to the online evaluation system closes. <p>Monday May 7, 2018</p> <ul style="list-style-type: none"> - Response rate reports are sent to department POCs <p>18th week</p> <ul style="list-style-type: none"> - Following the final grade submission date, the Office for Faculty Affairs begins to send reports to instructors.
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