

Summer 2011 Distribution Schedule

The Board of Regents requires that students be given the opportunity to provide appropriate feedback on the quality of their experiences in every course. According to WNC policy, this evaluation shall be conducted during the last half of the instructional period. It is the instructors' responsibility to give their students the opportunity to evaluate each class at the proper time.

Institutional Research (IR) will prepare packets for all classes in SIS. Packets will *combine* if the class is taught by the same instructor, in the same classroom, during the same timeframe and on the same days. You will get only one packet for all classes meeting the above criteria and there will only be one class listed on the "official" packet. It will have a plus sign (+) after the class name which will tell you it is a "combined" packet. The enrollment will be the sum of all students in all of the combined classes. There are several distribution dates for the student course evaluation packets. The distribution dates are as follows:

NOTE:	Since summer semester is quite short, all packets are distributed at one time. Instructors must ensure that evaluations are not given to students in the 2 nd half of the instructional period.
05/27/11	Distribution of all 2011-2 summer packets to outlying areas via US or interoffice mail. These packets should be placed in instructor mail boxes on the distribution date for Carson campus.
06/13/11	Distribution of 2011-2 packets to instructor mail boxes - Carson campus.
07/11/11	WEB class evaluations available on-line from 07/11/11 through 08/06/11. E-mail invitations will be sent with survey link to all web students via their personal email address. Student may provide their email address by following the appropriate links on either the "Register for Classes" or the myWNC links on the WNC website. Students will get reminders to complete survey until the end of the semester. Faculty may want to encourage students to provide current email address to WNC.
	<p>Packets should be returned to IR immediately after students have taken the surveys per the instructions on each packet.</p> <p>Packets not received by IR by 08/22/11 will NOT be processed.</p> <p>ANY QUESTIONS? Please contact Barbara Ford bford@wnc.edu Ext. 3301.</p>