

Fall 2007 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 WNCC 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. For spring 2007, the dates are as follows:

08/14/07	Distribution of SHORT1 - IR designation for all classes (excluding full-term classes) ending prior to October 18, 2007. These evaluations are to be given prior to the end of the class and then returned to IR. The instructor must monitor class dates and, to ensure compliance with Board of Regents mandate, give evaluations to students prior to completion of class and in the second half of the instructional period for each class.
09/19/07	Distribution of OEOE Packets - IR designation for all classes labeled in SIS as "open entry/open exit". These packets are distributed to the instructor along with blank envelopes. Instructors should give this evaluation to students PRIOR to their completion of the class. The student should place completed evaluation in envelope, seal and return to instructor. (The student may be more comfortable if they sign across the sealed flap of the envelope.) The instructor needs to keep all sealed envelopes together with the " official " packet for the class and return all evaluations at the same time at the end of the semester.
10/17/07	Distribution of SHORT2 - IR designation for all classes (excluding full-term classes) ending after October 18, 2007 or later. These evaluations are to be given prior to the end of the class and then returned to IR. The instructor must monitor class dates and, to ensure compliance with Board of Regents mandate, give evaluations to students prior to completion of class and in the second half of the instructional period for each class. NOTE: When classes run beyond the end of the semester (and if 2 nd half of instructional period has started) please return packets as close to the end of the semester as possible so that they can be processed. (They must be returned by IR cutoff date for processing.)
11/13/07	Distribution of FULL-TERM packets - All classes having SIS start date of 08/27/07 and stop date of 12/14/07. Return packets DUE to IR no later than 12/31/07. Packets received after this date will NOT be processed.
11/19/07	WEB class evaluations available on-line from 11/19/07 through 12/14/07. E-mail invitation will be sent with link to all web students via their WNCC email address.
10/31/07 NOTE:	Interactive Video class packets will be sent to instructor and outlying areas for pickup. Upon request from instructor, coordinators/facilitators will distribute surveys to students at their site. After completion of questionnaires, outlying coordinator will mail completed packets to IR prior to IR due date . IR will merge all surveys into the original packet submitted by instructor's students at originating site. QUESTIONS? Please contact Barbara Ford bford@wncc.edu Ext. 3247.