

Dates to Remember – Fall 2009

OCT 19th	Joint Division Meeting – Overview of Fall 2009 Course Evaluation Process
NOV 2nd	Department Meetings
NOV 6th	“Course(s) to be Evaluated Form” due to Department Chair
	Department specific questions to be submitted to IR
	Notify IR of interest in online option
NOV 9th	<i>“Course(s) to be Evaluated Forms” due to AVP Office</i>
NOV 23rd	College Assembly
	Instructors receive SFF envelopes in mailbox
NOV 30th to DEC 11th	Administration of Student Feedback Form
DEC 19th	Final Grades Due
DEC 21st	Grades distributed to students online
JAN 12th	Completed SFF envelopes available for instructors in their mailbox
FEB 1st	“Course Evaluation Summary” due to Department Chairs