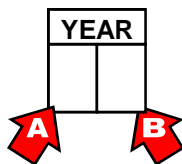


MIAMI DADE COLLEGE
STUDENT FEEDBACK ADMINISTRATION INSTRUCTIONS
FACULTY LIBRARIAN STUDENT FEEDBACK

1. You will be preparing your own survey forms and answer sheets. Obtain these materials from your department.
2. You have been assigned a random Feedback Identification Number (FIN).
If you do not know your FIN number, contact your home campus Testing Department.
3. You must pre-mark the answer sheets with your FIN as shown below. Your name should not appear on the answer sheets. **You must use a #2 pencil or a ball point pen with blue or black ink to fill-in the survey.** Make sure the appropriate YEAR and IDENTIFICATION NUMBER are properly entered on the answer sheet.

NOTE: The YEAR is composed of two numbers.



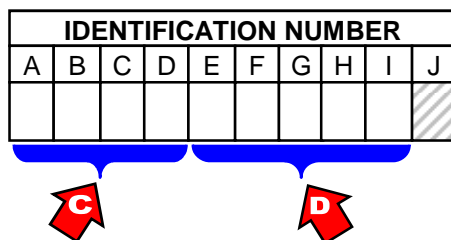
- A** The first number is the last digit of the year.

Example: If the class is from academic calendar beginning in year 2015, then 5 would be the number to use.

- B** The second number is the Term in numeric format.

Example: Use 1 to represent Fall Term.
 Use 2 to represent Spring Term.
 Use 3 to represent Summer Term [12 weeks and 1st 6 weeks].
 Use 4 to represent Summer Term [2nd 6 weeks].

NOTE: The IDENTIFICATION NUMBER is composed of nine numbers.



- C** Enter zeros in spaces A through D.

- D** Depending on your assigned FIN number, enter the appropriate numbers in spaces E through I.

Example: If your FIN number is 56789 then you would enter 56789.
 If your FIN number is 5678 then you would enter 05678.
 If your FIN number is 567 then you would enter 00567.
 If your FIN number is 56 then you would enter 00056.

4. You should try to obtain feedback from a minimum of 25 students for analysis.
5. You must not handle the surveys during the administration process nor be present when students are completing the forms. An uninvolved individual (e.g. clerical, paraprofessional staff) should hand out forms to students. Follow your department's method for distribution and return to assure the integrity of the process. The procedure used should also be designed to obtain the best student return rate possible. For example, signs might be placed in work areas alerting students to the fact that a survey is in progress and encouraging them to participate. Remember that written comments from students are not a part of the college-wide student feedback process. Written comments from students will not be shared with the faculty receiving feedback or any other employee at the College. As always, faculty are free to collect additional feedback information from students, but must not do so in conjunction with the official student feedback program.

6. You may determine the most appropriate time to administer the surveys.

THE COMPLETED ANSWER SHEETS AND AT LEAST TWO CLEAN COPIES OF THE FACULTY LIBRARIAN STUDENT FEEDBACK SURVEY SHOULD BE RETURNED IN A SEALED INTEROFFICE ENVELOPE, THAT INCLUDES A COMPLETED STUDENT FEEDBACK IDENTIFICATION FORM, TO:

NORTH CAMPUS

Building 1000:	Student Feedback Drop-Off Box (brown mailbox) 1st Floor, in the corner of the hallway, next to Room 1169, Testing Dept.
Building 3000:	Student Feedback Drop-Off Box 1st Floor, east entrance next to elevator
Building 5000:	Student Feedback Drop-Off Box 1st Floor, next to theatre box office
Building 7000:	Student Feedback Drop-Off Box 1st Floor, between vending machines
EEC:	Security Office

KENDALL CAMPUS

Building M:	Student Feedback Drop-Off Box, located on the north side of the building (elevator shaft) next to the newspaper machine
Building 2000:	Student Feedback Drop-Off Box, located on the north side of the Library Concourse
Building 3000:	Student Feedback Drop-Off Box, located on the northwest corner of the building on the 1st floor
Building 5000:	Testing Department located in Room 5213, drop package during office hours Monday - Thursday: 8:00 a.m. - 8:00 p.m. Friday: 8:00 a.m. - 4:30 p.m.
Building 4000 & 6000:	Student Feedback Drop-Off Box, located between building four and six on the north end pillar
Building 8000:	Student Feedback Drop-Off Box, located outside of the cafeteria on the opposite side of the ATM machine

WOLFSON CAMPUS

Building 1 & 2:	Student Feedback Drop-Off Box 2nd floor - across from the Computer Courtyard - Room 2201
Building 3 & 4:	Student Feedback Drop-Off Box 1st floor - next to the Testing Department - Room 3104
Building 5:	Student Feedback Drop-Off Box 2nd floor - East side of the building, near the elevators, stairs, and Printmaking Studio
Building 7:	Student Feedback Drop-Off Box 1st floor - North-East side of the building
Ponce Center:	Drop packages at the Main Office
MBSHS:	Drop packages at the Principal's Office
CFT Courses:	Place pre-addressed, stamped envelope in US Mail

MEDICAL CENTER CAMPUS

Building 2: Student Feedback Drop-Off Box
3rd floor - In front of Room 2304

Building 1: Student Feedback Drop-Off Box
3rd floor - In front of Room 1303

HOMESTEAD CAMPUS

Building A: Student Feedback Drop-Off Box
1st floor - In front of the Testing Department, Room A-116

INTERAMERICAN CAMPUS

Building 1: Student Feedback Drop-Off Box
1st floor - Outside of Room 1112

HIALEAH CAMPUS

Building 1: Student Feedback Drop-Off Box (brown mailbox)
1st floor - Accross from the Security Office, Room 1114

WEST CAMPUS

Bursar's Office: Room 1251

The envelope should be marked:
FACULTY LIBRARIAN STUDENT FEEDBACK, CONFIDENTIAL
along with the office address.

**THE ADMINISTRATION MUST BE CONDUCTED AS PUBLISHED IN THE STUDENT
FEEDBACK ADMINISTRATION ACADEMIC YEAR KEY DATES CALENDAR,
WHICH IS AVAILABLE VIA**

<http://www.mdc.edu/feedback/>

(click on Forms, then Key Dates Calendar)

**SURVEYS RECEIVED AFTER THE END OF ADMINISTRATION
DATE WILL NOT BE PROCESSED**