

MIAMI DADE COLLEGE
Student Feedback Administration Technical Key Dates* Calendar

ACTIVITY	ACADEMIC YEAR 2009-2010				
	FALL 2009-1	SPRING 2009-2	SUMMER 2009-3 (12 WEEKS)	SUMMER 2009-3 (1 ST 6 WEEKS)	SUMMER 2009-3 (2 ND 6 WEEKS)
Library Instruction Services feedback administration period begins.	8/24/2009 (Monday)	1/5/2010 (Tuesday)	5/10/2010 (Monday)	5/10/2010 (Monday)	6/21/2010 (Monday)
Prior terms feedback reports available. (TD) (IT)	9/2/2009 (Wednesday)	1/13/2010 (Wednesday)	5/19/2010 (Wednesday)	5/19/2010 (Wednesday)	5/19/2010 (Wednesday)
Communicate Student Feedback process college-wide to Library Directors and Academic Deans (IR); Create (FFB01) and initialize (SFB00) Student Feedback course file for all full-time (J1) and part-time (P1) employees and initial seat count. FFB01 file will be updated as needed. (IR)	8/31/2010 (Monday)	1/11/2010 (Monday)	5/17/2010 (Monday)	5/17/2010 (Monday)	5/17/2010 (Monday)
Library Reference Desk Services feedback administration period begins.	9/4/2009 (Friday)	1/15/2010 (Friday)	5/21/2010 (Friday)	5/21/2010 (Friday)	5/21/2010 (Friday)
Test scanning equipment for classroom settings and alternate settings and team-taught faculty only. Use present term reference numbers. (TD)	10/1/2009 (Thursday)	2/1/2010 (Monday)	6/1/2010 (Tuesday)	6/1/2010 (Tuesday)	7/1/2010 (Thursday)
Last day of Library Instruction Services feedback administration period. Last day to return Library Instruction Services feedback packets to Testing Depts.	10/5/2009 (Monday)	2/16/2010 (Tuesday)	6/7/2010 (Monday)	6/7/2010 (Monday)	6/1/2010 (Tuesday)
Update FFB01 file for all full-time (J1) and part-time (P1) employees and initial seat count. FFB01 file will be updated as needed. (IR)	10/8/2009 (Thursday)	2/8/2010 (Monday)	6/8/2010 (Tuesday)	6/8/2010 (Tuesday)	7/19/2010 (Monday)
Print (FFB02/03) pre-scan labels and reports. (TD) (Testing Departments may generate updated reports as needed)					
Last day to test scanning equipment. (TD)					
Classroom settings and Alternative Learning Courses feedback administration begins.	11/04/2009 (Wednesday)	3/18/2010 (Thursday)	6/30/2010 (Wednesday)	6/5/2010 (Saturday)	6/8/2010 (Tuesday)
First day to scan classroom settings and Alternative Learning Courses packet received in Testing Dept. (TD)					
Create FFB30 file for all full-time (J1)** faculty librarians. File will be updated as needed. (AD)	11/6/2009 (Friday)	3/19/2010 (Friday)	7/16/2010 (Friday)	7/16/2010 (Friday)	7/16/2010 (Friday)
First day to scan library settings packet received in Testing Dept. (TD)					
Last day of Library Reference Desk Services feedback administration period. Last day to return Library Reference Desk Services feedback packets to Testing Departments.	11/2/2009 (Monday)	3/1/2010 (Monday)	6/30/2010 (Wednesday)	6/30/2010 (Wednesday)	7/17/2010 (Saturday)
Last day of classroom settings, and Alternative Learning Courses feedback administration period. Last day to return classroom settings and Alternative Learning Courses feedback packets to Testing Departments.	11/2/2009 (Monday)	3/1/2010 (Monday)	6/30/2010 (Wednesday)	6/30/2010 (Wednesday)	7/31/2010 (Friday)
Last day to scan packet received in Testing Dept. by established deadline date (see prior activities). (TD)	12/4/2009 (Friday)	4/16/2010 (Friday)	7/23/2010 (Friday)	6/11/2010 (Friday)	7/23/2010 (Friday)
Print SFB50 audit reports to Testing_IR SharePoint site. (TD)	12/11/2009 (Friday)	4/26/2010 (Monday)	8/5/2010 (Thursday)	8/5/2010 (Thursday)	8/5/2010 (Thursday)
Clear all scanning problems by end of business day. (TD) (AD)	12/14/2009 (Monday)	4/27/2010 (Tuesday)	8/6/2010 (Friday)	8/6/2010 (Friday)	8/6/2010 (Friday)
Process and verify Student Feedback statistics. (AD) (IR)	12/16/2009 (Wednesday)	5/5/2010 (Wednesday)	8/18/2010 (Wednesday)	8/18/2010 (Wednesday)	8/18/2010 (Wednesday)
If verified print SFB54-58 reports. (TD)	12/17/2009 (Thursday)	5/6/2010 (Thursday)	8/19/2010 (Thursday)	8/19/2010 (Thursday)	8/19/2010 (Thursday)
Feedback reports available. (TD)	1/13/2010 (Wednesday)	5/19/2010 (Wednesday)	9/1/2010 (Wednesday)	9/1/2010 (Wednesday)	9/1/2010 (Wednesday)
Holidays and Winter Recess Note	S Sep 5 U Sep 6 M Sep 7 W Nov 11 R Nov 26 F Nov 27 S Nov 28 U Nov 29	S Jan 16 U Jan 17 M Jan 18 S Feb 13 U Feb 14 M Feb 15 F Apr 2 S Apr 3 U Apr 4	S May 29 U May 30 M May 31 S Jul 3 U Jul 4 M Jul 5	S May 29 U May 30 M May 31	S Jul 3 U Jul 4 M Jul 5
College Open December 29-30, 2009					

*For classes that follow a schedule other than the regular academic calendar, the survey should be administered after the Last Day to Withdraw date for the class and before the final examination. However, all survey administrations must be completed and scanned prior to the scanning deadline date for the term.

**Continuing contract faculty must participate during the fall term and have the option to participate in the spring term. They must participate during the spring term if they were on approved leave during the fall term.

STUDENT FEEDBACK ADMINISTRATION

TECHNICAL KEY DATES CALENDAR CODES

AD: Applications Development

AD: Campus Academic Deans

TD: Testing Department

IR: Institutional Research

IT: Information Technology

J1: Full-Time Faculty*

P1: Part-Time Faculty

TECHNICAL KEY DATES ACTIVITY

Library Instruction Student Feedback** will be collected during the first six weeks of each Fall Term and each Spring Term, and during the first four weeks of the Summer Terms(s).

Reference Desk Services Feedback** will be collected in Fall Term (October); Spring Term (February); Summer Term 1st 6 weeks and 12 weeks (June); and Summer Term 2nd 6 weeks (July).

Student Feedback Reports will be available on Wednesday of the second week of the subsequent term.

Student Feedback administration period begins after the Last Day to Withdraw date of each term.

Student Feedback administration period ends as follows: 16-week Fall and Spring Term ends two weeks prior to the end of the term, the Summer Term and all mini terms ends one week prior to the end of the term.

**Continuing contract faculty must participate during the fall term and have the option to participate in the spring term. They must participate during the spring term if they were on approved leave during the fall term.*

*** If the last day of the Library Instruction or Reference Desk Services collection period falls on a Saturday or Sunday, Monday is used. (Exception Note: For Summer 2nd 6 weeks Term July 31st is used since classes end prior to that date.)*