

**MIAMI DADE COLLEGE**  
**Student Feedback Administration Technical Key Dates\* Calendar**

ACTIVITY	ACADEMIC YEAR 2011-2012				
	FALL 2011-1	SPRING 2011-2	SUMMER 2011-3 (12 WEEKS)	SUMMER 2011-3 (1 <sup>ST</sup> 6 WEEKS)	SUMMER 2011-3 (2 <sup>ND</sup> 6 WEEKS)
<a href="#">Library Instruction Services feedback administration period begins.</a>	08/22/2011 (Monday)	01/04/2012 (Wednesday)	05/07/2012 (Monday)	5/07/2012 (Monday)	06/18/2012 (Monday)
<a href="#">Prior terms</a> feedback reports available. (TD) (IT)	08/31/2011 (Wednesday)	01/11/2012 (Wednesday)	05/16/2012 (Wednesday)	05/16/2012 (Wednesday)	05/16/2012 (Wednesday)
<a href="#">Communicate</a> Student Feedback process college-wide to Library Directors and Academic Deans (IR); <a href="#">Create (FFB01) and initialize (SFB00)</a> 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)	08/31/2011 (Wednesday)	01/11/2012 (Wednesday)	05/16/2012 (Wednesday)	05/16/2012 (Wednesday)	05/16/2012 (Wednesday)
<a href="#">Library Reference Desk Services feedback administration period begins.</a> <a href="#">Test scanning</a> equipment for classroom settings and alternate settings and team-taught faculty only. Use present term reference numbers. (TD)	09/02/2011 (Friday)	01/13/2012 (Friday)	05/18/2012 (Friday)	05/18/2012 (Friday)	05/18/2012 (Friday)
<a href="#">Last day of Library Instruction Services feedback administration period.</a>	10/01/2011 (Saturday)	02/01/2012 (Wednesday)	06/01/2012 (Friday)	06/01/2012 (Friday)	07/02/2012 (Monday)
<a href="#">Update FFB01 file</a> for all full-time (J1) and part-time (P1) employees and initial seat count. FFB01 file will be updated as needed. (IR) <a href="#">Print (FFB02/03)</a> pre-scan labels and reports. (TD) (Testing Departments may generate updated reports as needed) <a href="#">Last day to test scanning equipment.</a> (TD)	10/03/2011 (Monday)	02/13/2012 (Monday)	06/04/2012 (Monday)	06/04/2012 (Monday)	07/16/2012 (Monday)
<a href="#">Classroom settings and Alternative Learning Courses feedback administration begins.</a>	10/07/2011 (Friday)	02/06/2012 (Monday)	06/05/2012 (Tuesday)	06/05/2012 (Tuesday)	06/05/2012 (Tuesday)
<a href="#">8-Week Mini Term-A begins.</a>	11/01/2011 (Tuesday)	03/15/2012 (Thursday)	06/27/2012 (Wednesday)	06/02/2012 (Saturday)	07/14/2012 (Saturday)
<a href="#">8-Week Mini Term-B begins.</a>	09/27/2011 (Tuesday)	02/09/2012 (Thursday)			
<a href="#">12-Week Mini Term begins.</a>	11/23/2011 (Wednesday)	04/09/2012 (Monday)			
<a href="#">First day to scan classroom settings and Alternative Learning Courses packet received in Testing Dept.</a> (TD) <a href="#">Create FFB30</a> file for all full-time (J1)** faculty librarians. File will be updated as needed. (AD) First day to scan library settings packet received in Testing Dept. (TD)	11/16/2011 (Wednesday)	03/28/2012 (Wednesday)			
<a href="#">Last day of Library Reference Desk Services</a> feedback administration period.	11/04/2011 (Friday)	03/16/2012 (Friday)	07/13/2012 (Friday)	07/13/2012 (Friday)	07/13/2012 (Friday)
<a href="#">Last day of classroom settings, and Alternative Learning Courses feedback administration period.</a>	10/31/2011 (Monday)	02/29/2012 (Wednesday)	07/02/2012 (Monday)	07/02/2012 (Monday)	07/31/2012 (Tuesday)
<a href="#">8-Week Mini Term-A ends</a>	12/02/2011 (Friday)	04/13/2012 (Friday)	07/20/2012 (Friday)	06/08/2012 (Friday)	07/20/2012 (Friday)
<a href="#">8-Week Mini Term-B ends.</a>	10/17/2011 (Monday)	02/23/2012 (Thursday)			
<a href="#">12-Week Mini Term ends.</a>	(12/09/2011) (Friday)	04/20/2012 (Friday)			
<a href="#">Last day to scan</a> packet received in Testing Dept. by established deadline date (see prior activities). (TD)	12/09/2011 (Friday)	4/20/2012 (Friday)			
<a href="#">Print SFB50 audit reports</a> to Testing_IR SharePoint site. (TD)	12/12/2011 (Monday)	4/26/2012 (Thursday)	08/02/2012 (Thursday)	08/02/2012 (Thursday)	08/02/2012 (Thursday)
<a href="#">Clear all scanning problems</a> by end of business day. (TD) (AD)	12/13/2011 (Tuesday)	4/27/2012 (Friday)	08/03/2012 (Friday)	08/03/2012 (Friday)	08/03/2012 (Friday)
<a href="#">Process and verify Student Feedback statistics.</a> (AD) (IR)	12/16/2011 (Friday)	05/04/2012 (Friday)	08/17/2012 (Friday)	08/17/2012 (Friday)	08/17/2012 (Friday)
<a href="#">Feedback reports</a> available. (TD)	01/03/2012 (Tuesday)	05/08/2012 (Tuesday)	08/21/2012 (Tuesday)	08/21/2012 (Tuesday)	08/21/2012 (Tuesday)
Holidays and Winter Recess Note  College Open December 28-29, 2011	01/11/2012 (Wednesday)	05/16/2012 (Wednesday)	09/05/2012 (Wednesday)	09/05/2012 (Wednesday)	09/05/2012 (Wednesday)
	S Sep 03 U Sep 04 M Sep 05 F Nov 11 S Nov 12 U Nov 13 R Nov 24 F Nov 25 S Nov 26 U Nov 27	S Jan 14 U Jan 15 M Jan 16 S Feb 18 U Feb 19 M Feb 20 F Apr 06 S Apr 07 U Apr 08	S May 26 U May 27 M May 28 W Jul 04	S May 26 U May 27 M May 28	W Jul 04

\*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 1<sup>st</sup> 6 weeks and 12 weeks (June); and Summer Term 2<sup>nd</sup> 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 2<sup>nd</sup> 6 weeks Term July 31<sup>st</sup> is used since classes end prior to that date.)*