

**MIAMI DADE COLLEGE
STUDENT FEEDBACK ADMINISTRATION
NOTES TO REMEMBER (Library Faculty)**

Notes to remember and communication to library faculty and staff:

- Written comments from students are not 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.
- Academic departments prepare Student Feedback package materials for faculty.
- The home department responsible for the faculty member is responsible for preparing the faculty feedback packet(s).
- The Chairpersons/Directors Responsibilities document is available at http://www.mdc.edu/feedback/documents/Chair-Responsibilities_09-083.pdf. This document provides detailed instructions for preparing the packages.
- 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. Note: Continuing contract faculty may not participate during the summer term.
- Academic Departments do not need to notify the Testing Departments to ensure that the scanning process will accept the spring term feedback from continuing contract faculty.
- Library Directors should be receiving a pdf file of the student feedback reports given to their library faculty. This procedure will be in place until the online report system includes librarian reports. This enhancement will hopefully be completed soon.