

**MIAMI DADE COLLEGE
STUDENT FEEDBACK ADMINISTRATION
NOTES TO REMEMBER**

Notes to remember and communication to faculty and staff:

- Beginning with the 2009-1 reports, hard copy reports are no longer distributed by the Testing Departments. However, they will continue to provide hard copy reports as needed.
- Online Student Feedback Reports are official and may be used in self-assessment packages.
- Identification Forms and Stacked Class (use one form for each reference number).
- Faculty teaching a stacked class must list all the reference numbers on the board and ensure that their students complete the correct IDENTIFICATION NUMBER.
- 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.
- Faculty and authorized administrators can access online student feedback reports via <http://www.mdc.edu/feedback/> and clicking on the appropriate link on the left side of the page. After accessing the appropriate student feedback review link, just click on the appropriate term, then **More Details (two times)**, then **Comparison** to view a complete report.

Print each report **only as needed** and note that page orientation may be changed from portrait to landscape if desired.