

MIAMI DADE COLLEGE
Student Feedback Administration Technical Key Dates* Calendar

ACTIVITY	ACADEMIC YEAR 2015-2016				
	FALL 2015-1	SPRING 2015-2	SUMMER 2015-3 (12 WEEKS)	SUMMER 2015-3 (1 ST 6 WEEKS)	SUMMER 2015-3 (2 ND 6 WEEKS)
Library Instruction Services feedback administration period begins.	08/24/2015 (Monday)	01/05/2016 (Tuesday)	05/09/2016 (Monday)	05/09/2016 (Monday)	06/20/2016 (Monday)
Prior terms feedback reports available. (TD) (IT)	09/02/2015 (Wednesday)	01/13/2016 (Wednesday)	05/18/2016 (Wednesday)	05/18/2016 (Wednesday)	05/18/2016 (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)	09/02/2015 (Wednesday)	01/13/2016 (Wednesday)	05/18/2016 (Wednesday)	05/18/2016 (Wednesday)	05/18/2016 (Wednesday)
Library Reference Desk Services feedback administration period begins. Test scanning equipment for classroom settings and alternate settings and team-taught faculty only. Use present term reference numbers. (TD)	09/04/2015 (Friday)	01/15/2016 (Friday)	05/20/2016 (Friday)	05/20/2016 (Friday)	05/20/2016 (Friday)
Last day of Library Instruction Services feedback administration period.	10/01/2015 (Thursday)	02/01/2016 (Monday)	05/30/2016 (Monday)	05/30/2016 (Monday)	07/01/2016 (Friday)
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) Print (FFB02/03) pre-scan labels and reports. (TD) (Testing Departments may generate updated reports as needed) Last day to test scanning equipment. (TD)	10/05/2015 (Monday)	02/16/2016 (Tuesday)	06/06/2016 (Monday)	06/06/2016 (Monday)	07/18/2016 (Monday)
Classroom settings and Alternative Learning Courses feedback administration begins. 8-Week Mini Term-A begins. 8-Week Mini Term-B begins. 12-Week Mini Term begins.	10/06/2015 (Tuesday)	02/17/2016 (Wednesday)	06/07/2016 (Tuesday)	06/07/2016 (Tuesday)	06/07/2016 (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) First day to scan library settings packet received in Testing Dept. (TD)	11/04/2015 (Wednesday)	03/15/2016 (Tuesday)	07/01/2016 (Friday)	06/03/2016 (Friday)	07/15/2016 (Friday)
Last day of Library Reference Desk Services feedback administration period.	09/29/2015 (Tuesday)	02/09/2016 (Wednesday)			
Last day of classroom settings, and Alternative Learning Courses feedback administration period. 8-Week Mini Term-A ends. 8-Week Mini Term-B ends. 12-Week Mini Term ends.	11/25/2015 (Wednesday)	04/09/2016 (Saturday)			
First day to scan packet received in Testing Dept. by established deadline date (see prior activities). (TD) Print SFB50 audit reports to Testing_IR SharePoint site. (TD)	11/18/2015 (Wednesday)	04/06/2016 (Wednesday)			
Clear all scanning problems by end of business day. (TD) (AD)	11/06/2015 (Friday)	03/18/2016 (Friday)	07/08/2016 (Friday)	07/08/2016 (Friday)	07/08/2016 (Friday)
Process and verify Student Feedback statistics. (AD) (IR)	10/30/2015 (Friday)	03/07/2016 (Monday)	06/28/2016 (Tuesday)	06/28/2016 (Tuesday)	07/29/2016 (Friday)
Feedback reports available. (TD)	12/04/2015 (Friday)	04/15/2016 (Friday)	07/22/2016 (Friday)	06/10/2016 (Friday)	07/22/2016 (Friday)
Holidays and Winter Recess Note College Open December 29-30, 2014	10/12/2015 (Monday)	02/24/2016 (Wednesday)			
	(12/11/2015) (Friday)	04/22/2016 (Friday)			
	12/11/2015 (Friday)	4/22/2016 (Friday)			
	12/14/2015 (Monday)	04/28/2016 (Thursday)	07/28/2016 (Thursday)	07/28/2016 (Thursday)	07/28/2016 (Thursday)
	12/15/2015 (Tuesday)	05/06/2016 (Friday)	07/29/2016 (Friday)	07/29/2016 (Friday)	07/29/2016 (Friday)
	12/18/2015 (Friday)	05/06/2016 (Friday)	08/12/2016 (Friday)	08/12/2016 (Friday)	08/12/2016 (Friday)
	01/05/2016 (Tuesday)	05/10/2016 (Tuesday)	08/16/2016 (Tuesday)	08/16/2016 (Tuesday)	08/16/2016 (Tuesday)
	01/13/2016 (Wednesday)	05/18/2016 (Wednesday)	08/31/2016 (Wednesday)	08/31/2016 (Wednesday)	08/31/2016 (Wednesday)
	S Sep 05 U Sep 06 M Sep 07 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 Mar 25 S Mar 26 U Mar 27	S May 28 U May 29 M May 30 S Jul 02 U Jul 03 M Jul 04	S May 28 U May 29 M May 30	S Jul 02 U Jul 03 M 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.