



Spring 2015 Course Evaluations

IMPORTANT NOTE: Course evaluations for the Spring 2015 term will ONLY be administered in courses in the main, long sub-term which runs January 20-May 15th. This term is labeled "1" in the Banner system.

Date	F2F, Enhanced, Blended, and Labs <i>(Paper-based, in class administration)</i>	Online (Section W) Courses <i>(Online administration via PLS)</i>
April 6 – 21	CFEI prepare printed course evaluation sheets.	CFEI setup online administration of course evaluations.
April 22-24	College/Department administrative assistants prepare course evaluation packets and distribute appropriately. Departments to ensure sufficient staff are available on the following dates. <u>April 22nd:</u> College of Business, College of Science & Engineering, College of Education and Human Services <u>April 23rd:</u> College of Humanities, Social Sciences, and Art; College of Agriculture <u>April 24th:</u> Incomplete packets	
April 27-May 13	Administer course evaluations – printed evaluations distributed by student designee in class. Department admins return completed evaluations to CFEI	Administer course evaluations – Students receive prompt to complete when logging into Pearson Learning Studio (eCollege) online course
May 15	Due date for returning completed course evaluations to CFEI	
June 3		Online course evaluation reports available to instructors and department heads via their access to Pearson Learning Studio
May 25-June 26	CFEI scan completed evaluations and generate reports	
June 29-30	Department admins pick up course evaluation packets	