

**COMMUNITY COLLEGE OF PHILADELPHIA**  
**ACADEMIC AND STUDENT SUCCESS OFFICE**

MEMORANDUM

To: General Faculty

From: Samuel Hirsch

Date: April 1, 2016

Subject: Student Evaluation of Teaching (SET): **Monday, April 11, 2016 through Monday, April 25, 2016**

For the Spring 2016 semester, the SET survey will be conducted from 7 A.M. Monday, April 11, 2016 through Monday, April 25, 2016 at 10:00 P.M. Individual packets with paper forms will be distributed to faculty members through the Division Offices and/or their respective Regional Centers from **Wednesday, April 6th through Friday, April 8th, 2016.**

**Please note the following:**

- **For Paper Forms:** each form is pre-printed with course name, number, instructor name, semester and year. There are no blank forms available. The form has questions on both sides. There is also space for the student to write optional comments.
- Faculty: Please ensure confidentiality by appointing a student or a colleague to administer and collect the survey. Have the student or colleague place completed surveys in an interoffice envelope, and return the envelope to the Office Supervisor in your Division. If the Division office door is locked (at night), please slide the envelope under the door.
- **Completed forms are to be returned to your Division Office and are due to Academic and Student Success by Friday, April 29, 2016.**
- Surveys administered at the Regional Centers are to be returned to the appropriate Regional Center administrator or site supervisor.
- **Web-Based Evaluations:** If your class is categorized as Distance Learning each of your students will receive an emailed link to the evaluation. Each student will need their personal J# in order to access the web-based evaluation instrument.
- If your class is scheduled in a computer equipped classroom, your students will receive cards with PIN numbers. Each PIN [Personal Identification Number] card is pre-printed with the course name and number, instructor's name, and the semester and year. It is also pre-printed with a unique PIN and the name of the website. Each student will need one PIN card in order to access the web-based evaluation instrument.
- The functionality of the web based survey site will be turned on from **Monday, April 11, 2016 through Monday, April 25, 2016** at 10:00 P.M. An evaluation can only be completed once, and the site will promptly close Monday, April 25th at 10:00 P.M.

If you have any questions concerning implementation procedures, please contact your Division Dean.

**STUDENT EVALUATIONS OF TEACHING MUST BE COMPLETED BEFORE THE START OF FINAL EXAMS**

Thank you for your participation.

cc: Department Heads  
Anthony Driggers, NWRC  
Peter Llewellyn

Division Deans  
Kathy Mulray, NERC  
Jennifer Reese

Shelley Nowlin  
Margaret Starr  
Pamela Gallimore, WRC