MEMORANDUM

To: General Faculty
From: Samuel Hirsch
Date: November 10, 2015

Subject: Student Evaluation of Teaching (SET): Thursday, November 19, 2015 through Monday, December 7, 2015

This semester the SET survey will be conducted from 7 A.M. Thursday, November 19, 2015 through Monday, December 7, 2015 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 Monday, November 16th through Wednesday, November 18, 2015.

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 due to your Division Office by Monday, December 21, 2015.**

- 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" number 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 Thursday, November 19, 2015 through Monday, December 7, 2015 at 10:00 P.M. An evaluation can only be completed once, and the site will promptly close Monday, December 7, 2015 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
    Aubria Phillips
    Peter Llewellyn
Division Deans
    Kathy Mulray, NERC
    Betty Lee
Michelle Carbino
    Margaret Starr
    Pamela Gallimore, WRC