**Dates to Remember – Fall 2009**

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| **OCT 19th** | Joint Division Meeting – Overview of Fall 2009 Course Evaluation Process |
| **NOV 2nd** | Department Meetings |
| **NOV 6th** | “Course(s) to be Evaluated Form” due to Department Chair |
| Department specific questions to be submitted to IR |
| Notify IR of interest in online option  |
| ***NOV 9th*** | *“Course(s) to be Evaluated Forms” due to AVP Office* |
| **NOV 23rd** | College Assembly |
| Instructors receive SFF envelopes in mailbox |
| **NOV 30th to DEC 11th** | Administration of Student Feedback Form |
| **DEC 19th** | Final Grades Due |
| **DEC 21st** | Grades distributed to students online |
| **JAN 12th** | Completed SFF envelopes available for instructors in their mailbox |
| **FEB 1st** | “Course Evaluation Summary” due to Department Chairs |