## Summer 2015

**Please remember to keep all forms in a secure, locked location**

### Mid March 2015

Unit Coordinators report quantities of forms needed to the campus wide coordinator at 474-6634 or bmarrero2@alaska.edu. Forms are distributed upon request.

### Date dependent on course end date, which varies

**SURVEYS COMPLETED IN CLASSES.** The college or school coordinators collect packets, organize responses and prepare the *Instructor Information Forms (Header Sheets)* for each course surveyed. Courses are to be evaluated in the ten day period prior to the last day of class.

### By August 21, 2014

Forward completed forms and header sheets to the Provost's Office (attention Brandi Marrero), Box 7580.

### Early September

Forms sent to University of Washington for scanning and processing.

### Late September

Scanned results from University of Washington are distributed.