

The form shall remain in its current state for no less than three years to provide data over time for trend analysis. Alterations within this time period must conform to the limitations of the form's underlying database structure such that existing table data can remain in use.

Survey Administration

Surveys will be administered electronically through the eCompanion shell. Instructors are encouraged to place important information into the shell with access only after the date when the evaluation is activated to ensure maximum student feedback.

The Vice President, Instruction will process all surveys, and will distribute results reports to each faculty member no later than two weeks following the end of the term.