

Instructor and Course Evaluation System (ICES) - Timeline for Academic Year 2008-2009

Fall 2008			
DATE	ACTIONS	RESPONSIBLE PARTIES	COMMENTS OR RELATED ACTIVITY
9/10/08–9/17/08	Pre-printed red forms distributed to departments	Campus and College Coordinators, department staff	Campus Coordinator will distribute to College Coordinators
TBA	Summer II 2008 instructor reports distributed to departments	Campus and College Coordinators, department staff	Dates depend on processing time needed
9/18/08–9/23/08	Chair sends memo to faculty with directions on completion of red forms	Department chairs/directors and staff	
10/6/08	Red forms completed, compiled, separated (EUP & early ending), and forwarded to Campus Coordinator	Individual faculty, department chairs and staff, College Coordinators	Campus Coordinator transmits to UIUC, with EUP given priority
10/20/08	EUP & early ending rating forms returned to WMU	Campus Coordinator	
10/24/08	EUP & early ending rating forms delivered to departments	Campus and College Coordinators, department staff	Campus Coordinator will distribute to College Coordinators
10/27/08–11/23/08	EUP & early ending rating forms administered off campus (last week of class, prior to date of final exam), returned to department offices	WMU students, designated staff, and EUP staff	Timeline for last week of class will vary
11/3/08	Rating forms returned to WMU	Campus Coordinator	
11/5/2008–11/9/08	Rating forms delivered to departments	Campus and College Coordinators, department staff	Campus Coordinator will distribute to College Coordinators
12/01/08–12/5/08	Rating forms administered on campus (last week of class, prior to date of final exam), returned to department offices	WMU students or designated staff	
12/15/08–12/21/08	Rating forms scanned at WMU with data file created (week after exams)	Scanning Center at WMU	Data file sent to UIUC
Spring 2009			
DATE	ACTIONS	RESPONSIBLE PARTIES	COMMENTS OR RELATED ACTIVITY
1/12/09–1/20/09	Pre-printed red forms distributed to departments	Campus and College Coordinators, department staff	Campus Coordinator will distribute to College Coordinators
TBA	Fall 2008 instructor reports distributed to departments	Campus and College Coordinators, department staff	Dates depend on processing time needed
1/26/09–1/30/09	Chair sends memo to faculty with directions on completion of red forms	Department chairs/directors and staff	
2/9/09	Red forms completed, compiled, separated (EUP & early ending), and forwarded to Campus Coordinator	Individual faculty, department chairs and staff, College Coordinators	Campus Coordinator transmits to UIUC, with EUP given priority
2/23/09	EUP & early ending rating forms returned to WMU	Campus Coordinator	
2/27/09	EUP & early ending rating forms delivered to departments	Campus and College Coordinators, department staff	Campus Coordinator will distribute to College Coordinators
3/2/09–4/4/09	EUP & early ending rating forms administered off campus (last week of class, prior to date of final exam), returned to department offices	WMU students, designated staff, and EUP staff	Timeline for last week of class will vary
3/9/09	Rating forms returned to WMU	Campus Coordinator	
3/17/2009–3/21/09	Rating forms delivered to departments	Campus and College Coordinators, department staff	Campus Coordinator will distribute to College Coordinators
4/13/09–4/17/09	Rating forms administered on campus (last week of class, prior to date of final exam), returned to department offices	WMU students or designated staff	
4/27/09–5/2/09	Rating forms scanned at WMU with data file created (week after exams)	Scanning Center at WMU	Data file sent to UIUC
Summer I 2009			
DATE	ACTIONS	RESPONSIBLE PARTIES	COMMENTS OR RELATED ACTIVITY
5/11/09–5/13/09	Pre-printed red forms distributed to departments	Campus and College Coordinators, department staff	Campus Coordinator will distribute to College Coordinators
TBA	Spring 2009 instructor reports distributed to departments	Campus and College Coordinators, department staff	Dates depend on processing time needed
5/19/09–5/21/09	Chair sends memo to faculty with directions on completion of red forms	Department chairs/directors and staff	
5/28/09	Red forms completed, compiled, separated (EUP & early ending), and forwarded to Campus Coordinator	Individual faculty, department chairs and staff, College Coordinators	Campus Coordinator transmits to UIUC, with EUP given priority
6/8/09	ALL rating forms returned to WMU	Campus Coordinator	
6/9/09–6/11/09	ALL rating forms delivered to departments	Campus and College Coordinators, department staff	Campus Coordinator will distribute to College Coordinators
6/15/09–6/19/09	ALL rating forms administered on campus (last week of class, prior to date of final exam), returned to department offices	WMU students or designated staff	
6/29/09–7/3/09	Rating forms scanned at WMU with data file created (week after exams)	Scanning Center at WMU	Data file sent to UIUC
Summer II 2009			
DATE	ACTIONS	RESPONSIBLE PARTIES	COMMENTS OR RELATED ACTIVITY
7/7/09–7/9/09	Pre-printed red forms distributed to departments	Campus and College Coordinators, department staff	Campus Coordinator will distribute to College Coordinators
TBA	Summer I 2009 instructor reports distributed to departments	Campus and College Coordinators, department staff	Dates depend on processing time needed
7/9/09–7/11/09	Chair sends memo to faculty with directions on completion of red forms	Department chairs/directors and staff	
7/16/09	Red forms completed, compiled, separated (EUP & early ending), and forwarded to Campus Coordinator	Individual faculty, department chairs and staff, College Coordinators	Campus Coordinator transmits to UIUC, with EUP given priority
7/27/09	ALL rating forms returned to WMU	Campus Coordinator	
7/27/09–7/29/09	ALL rating forms delivered to departments	Campus and College Coordinators, department staff	Campus Coordinator will distribute to College Coordinators
8/3/09–8/7/09	ALL rating forms administered on campus (last week of class, prior to date of final exam), returned to department offices	WMU students or designated staff	
8/17/09–8/22/09	Rating forms scanned at WMU with data file created (week after exams)	Scanning Center at WMU	Data file sent to UIUC