

Course Evaluation Proposal

I propose all course evaluations to be given in the online venue.

If the campus chooses to have all evaluations given via the online format the benefits would be as follows:

- Automation.
 - Evaluations would be set up automatically every semester without the need for instructors, department head, or dean to opt the course in. (Departments such as Nursing that have opted to use a different method for evaluation could be eliminated from this process)
- Availability.
 - Results would be available for all courses immediately following the grade roll. Often times, those that have opted for paper evaluations need to wait at least two weeks longer for the results
 - With any manual process, there is always a chance for error. The last two semesters there have been courses that did not receive a paper packet and also did not opt in for the online version.
- Accuracy.
 - The results would be more accurate. There are many opportunities for human error to be made. Each semester there are issues with:
 - Paper evaluations being mixed up in different folders, therefore the results appear in a different course(s) than intended.
 - More responses for a course than are students enrolled in that course.
 - Results are filed under an invalid or incorrect crn.
- Resource Savings. Several departments would be able to save money and personnel resources:
 - Enrollment Services
 - 2 people for 2 full work days each semester to preparing course evaluation packets with the appropriate number of forms for each course (including summer)
 - Cost of scantron forms (\$1600/yr). Enrollment Services intends to order more Friday, May 6.
 - Cost of labels and folders (\$300/yr)
 - Administrative Assistants, time spent:
 - Proctoring evaluations
 - Scanning the results (2-3 hours)
 - Typing essay comments and distributing the results (some admin assistants require 1 month of work to complete this task)
 - Information Services
 - Importing paper evaluation data (4-8 hours each semester)
 - Entering evaluations to the online process after the deadline date (4 hours)

MontanaTech

2016-2017 Academic Calendar* (Continued)

Second (Spring) Semester 2016 – 2017 ~ Jan. 9, 2017 – May 9, 2017

Fee Payment Due for Spring Semester 2016.....	Tuesday, January 3, 2017
Late Fee (\$40.00) for non-paid students without a signed payment contract	Wednesday, January 4, 2017
Continuing Students (not new admits) registering after Fee Payment date, assessed a \$40 late fee	Wednesday, January 4, 2017
New Student Orientation & Registration Program (For Students Not Yet Registered)	Friday, January 6, 2017
Residence Halls Open at 9:00 a.m.	Sunday, January 8, 2017
Spring Semester Classes Begin – (Alt-PINs disabled at 4:30p.m.)	Monday, January 9, 2017
Web-Registration Closes at 3:00 p.m. (additional course changes completed through Enrollment Svcs)	Tuesday, January 10, 2017
***Students without completed fee payment or signed a payment contract by 4:00 pm on Wednesday, January 11th (3rd day of class) will be disenrolled from classes and will be required to re-register. ***	
Holiday (Martin Luther King Jr. Day) No Classes/Offices Closed	Monday, January 16, 2017
Registration Closes at 4:00 p.m. (10 th Day of Classes - Last Day To Add a Class)	Monday, January 23, 2017
Last Day to Drop a Class Without Class Appearing on Transcript (15 th Day of Classes)	Monday, January 30, 2017
Last Day to Write A Challenge Exam (15 th Day of Classes).....	Monday, January 30, 2017
Non-Paid Students Assessed Additional \$40.00 Late Fee	Tuesday, January 31, 2017
Faculty Post Freshmen and Highlands College Midterm Grades (20 th Day of Class)	Monday, February 6, 2017
Holiday (Presidents Day) No Classes/Offices Closed	Monday, February 20, 2017
Faculty Post Freshmen and Highlands College Midterm Grades (40 th Day of Class)	Tuesday, March 7, 2017
Spring Break Begins After Last Class	Friday, March 10, 2017
Spring Break Ends (Students move back into dorms).....	Sunday, March 19, 2017
Classes Resume at 8:00 a.m.	Monday, March 20, 2017
New Student (for Fall 2017) – Scholar’s Registration Event.....	TBD
Last Day to Drop a Class with an “Automatic W” (50 th Day of Class).....	Tuesday, March 28, 2017
Continuing Students Begin Pre-registration for Summer Session and Fall Semester 2017	Monday, April 3, 2017
December 2017 Graduates – Deadline to Submit Application for Degree.....	Monday, April 10, 2017
Non-Instructional Day (Spring Mini-Break) - No Classes Held, Admin. & Faculty Offices Open	Friday, April 14, 2017
Montana Tech Expo (Classes in session)	Thursday, April 27, 2017
Semester Exams.....	Mon-Fri, May 1-5, 2017
Commencement – 11:00 a.m. – Butte Civic Center	Saturday, May 6, 2017
Deadline for Faculty Input of Spring Semester Final Grades via <i>Orediggerweb</i> 12:00 p.m.....	Wednesday, May 10, 2017
Grades Posted to Student Account/viewable on <i>Orediggerweb</i>	Tuesday, May 16, 2017

2017 Summer Session ~ May 30, 2017 – August 4, 2017

(Full Session: 5/30 – 8/4. 1st Session: 5/30 – 6/29. 2nd Session: 7/5 – 8/4)

Summer 2017 Pre-registration Begins	Monday, April 3, 2017
Holiday (Memorial Day) No Classes/Offices Closed	Monday, May 29, 2017
1 st Five-Week Session (5/30 – 6/29) & Full Session (5/30– 8/4) Begins 7:30 a.m.....	Tuesday, May 30, 2017
** FEE PAYMENT DUE ** (Students Attending 1 st & Full Session only)	Tuesday, May 30, 2017
Last Day to Add a First Session Class (3 rd day of 1 st Session Classes).....	Thursday, June 1, 2017
Last Day to Drop a 1 st Session Class without a “W” (5 th day of 1 st Session Classes).....	Tuesday, June 6, 2017
Last Day to Add a Full Session Class (10 th day of Full Session Classes)	Wednesday, June 14, 2017
Last Day to Withdraw from a 1 st Session Class with an Automatic W” (10 th Day of 1 st Session Classes)	Monday, June 5, 2017
Last Day to Drop a Full Session Class without a “W” (15 th day of Full Session).....	Thursday, June 22, 2017
FINAL EXAMS GIVEN FOR FIRST SESSION CLASSES - First Five-Week Session Ends	Thursday, June 29, 2017
Holiday (Independence Day) No Classes	Monday and Tuesday, July 3 and 4, 2017
2 nd Five-Week Session Begins (7/5 – 8/4) 7:30 a.m.....	Wednesday, July 5, 2017
** FEE PAYMENT DUE ** (Students Attending 2 nd session only)	Wednesday, July 5, 2017
Last Day to Withdraw from a Full Session Class with an Automatic “W” (20 th Day of Full Session).....	Wednesday, July 5, 2017
Deadline for Faculty Input of Grades for 1 st Session Summer Classes via <i>Orediggerweb</i> - 12:00 p.m.....	Wednesday, July 5, 2017
Last Day to Add a Second Session Class (3 rd Day of 2 nd Session Class)	Monday, July 10, 2017
Last Day to Drop a 2 nd Session Class Without a “W” (5 th day of 2 nd Session Classes).....	Wednesday, July 12, 2017
1 st Session Grades Posted to Student Account/ viewable on <i>Orediggerweb</i>	Tuesday, July 11, 2017
Last Day to Withdraw From a 2 nd Session Class with an Automatic W” (10 th Day Of 2 nd Session Class)	Thursday, July 20, 2017
FINAL EXAMS GIVEN FOR 2 ND AND FULL SESSION CLASSES - Second and Full Summer Sessions End.....	Friday, August 4, 2017
Deadline for Faculty Input of Final Grades for 2 nd and Full Session Classes via <i>Orediggerweb</i> - 4:00 p.m.....	Tuesday, August 8, 2017
2 nd Session Grades Posted to Student Account/viewable on <i>Orediggerweb</i>	Thursday, August 10, 2017

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2017-2018 Academic Calendar*(Draft)

First (Fall) Semester 2017-2018 ~ August 21, 2017 – December 13, 2017

New Student – Scholar's Registration Event.....	TBD
Continuing Students Fall Semester Pre-registration begins	Monday, April 3, 2017
New Student Fall Semester Pre-registration Event	TBD
Fee Payment Due for Fall Semester	Monday, August 14, 2017
Late Fee (\$40.00) for non-paid students without a signed payment contract	Tuesday, August 15, 2017
Continuing Students (not new admits) registering after Fee Payment date, assessed \$40.00 Late Fee.....	Tuesday, August 15, 2017
Residence Halls Open at 9:00 am.....	Wednesday, August 16, 2017
Semester Begins with <i>New Student Orientation & Registration Program</i> in the afternoon	Wednesday, August 16, 2017
Fall Classes Begin.....	Monday, August 21, 2017
Web-Registration Closes at 3:00 p.m. (additional course changes completed through Enrollment Services)	Tuesday, August 22, 2017
*** Students without completed fee payment or signed a payment contract by 4:00 pm on Wednesday, August 23rd (3rd day of class) will be cancelled from classes and will be required to re-register. ***	
Registration Closes at 4:00 p.m. (10 th Day of Classes ~ Last Day to Add a Class)	Friday, September 1, 2017
Holiday (Labor Day) No Classes/Offices Closed	Monday, September 4, 2017
Last Day to Write a Challenge Exam (15 th Day of Classes)	Monday, September 11, 2017
Last Day to Drop a Class Without Class Appearing on Transcript (15 th Day of Class).....	Monday, September 11, 2017
Non-Paid Students Assessed Additional \$40.00 Late Fee	Friday, September 15, 2017
Faculty Post Freshmen and Highlands College Grades (20 th Day of Class)	Monday, September 18, 2017
Last Day for Faculty Input of Midterm Grades via <i>Orediggerweb</i> (40 th Day of Class)	Monday, October 16, 2017
Last Day to Drop a Class with an Automatic "W" (50 th Day of Class).....	Monday, October 30, 2017
Continuing Students Begin Pre-Registration for 2 nd (Spring) Semester	Monday, October 30, 2017
Holiday (Veterans Day) No Classes/Offices Closed	Friday, November 10, 2017
May and August 2017 Graduates–Last Day to Submit Application for Degree to Enrollment Services.....	Monday, November 13, 2017
Fall Thanksgiving Break - Non-Instructional Day (No Classes Held, Admin. & Faculty Offices Open).....	Wednesday, November 22, 2017
Holiday (Thanksgiving) No Classes/Offices Closed.....	Thursday, November 23, 2017
Holiday (Columbus Day Exchange) No Classes/Offices Closed.....	Friday, November 24, 2017
Thanksgiving Break Ends, Classes Resume 8:00 AM	Monday, November 27, 2017
New and Returning Students May Begin Pre-registration for 2 nd (Spring) Semester.....	Monday, November 27, 2017
Finals Exam Study Day (No Classes Held, Admin. & Faculty Offices Open)	Wednesday, December 6, 2017
Semester Exams	Thurs-Wed, December 7-13, 2017
Deadline for Faculty Input of Final Grades via <i>Orediggerweb</i> – 4:00 pm	Monday, December 18, 2017
Grades Posted to Student Account/viewable on <i>Orediggerweb</i> – 12:00 Noon.....	Friday, December 22, 2017
Holiday (for Christmas Day)	Monday, December 25, 2017
Holiday (for New Year's Day).....	Monday, January 1, 2018

(See Reverse for Spring 2018)

**Subject to Change*

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2017-2018 Academic Calendar* (Continued)

Second (Spring) Semester 2017 – 2018 ~ Jan. 8, 2018 – May 8, 2018

Fee Payment Due for Spring Semester 2018.....	Tuesday, January 2, 2018
Late Fee (\$40.00) for non-paid students without a signed payment contract	Wednesday, January 3, 2018
Continuing Students (not new admits) registering after Fee Payment date, assessed a \$40 late fee	Wednesday, January 3, 2018
New Student Orientation & Registration Program (For Students Not Yet Registered)	Friday, January 5, 2018
Residence Halls Open at 9:00 a.m.	Sunday, January 7, 2018
Spring Semester Classes Begin	Monday, January 8, 2018
Web-Registration Closes at 3:00 p.m. (additional course changes completed through Enrollment Services) ...	Tuesday, January 9, 2018
Students without completed fee payment or signed a payment contract by 4:00 pm on Wednesday, January 10th (3rd day of class) will be disenrolled from classes and will be required to re-register.	
Holiday (Martin Luther King Jr. Day) No Classes/Offices Closed	Monday, January 15, 2018
Registration Closes at 4:00 p.m. (10 th Day of Classes - Last Day To Add a Class)	Monday, January 22, 2018
Last Day to Drop a Class Without Class Appearing on Transcript (15 th Day of Classes)	Monday, January 29, 2018
Last Day to Write A Challenge Exam (15 th Day of Classes).....	Monday, January 29, 2018
Non-Paid Students Assessed Additional \$40.00 Late Fee	Tuesday, January 30, 2018
Faculty Post Freshmen and Highlands College Grades (20 th Day of Class)	Monday, February 5, 2018
Holiday (Presidents Day) No Classes/Offices Closed	Monday, February 19, 2018
Last Day for Faculty Input of Midterm Grades via Orediggerweb (40 th Day of Class)	Tuesday, March 6, 2018
Spring Break Begins After Last Class	Friday, March 9, 2018
Spring Break Ends (Students move back into dorms).....	Sunday, March 18, 2018
Classes Resume at 8:00 a.m.	Monday, March 19, 2018
New Student (for Fall 2018) – Scholar’s Registration Event.....	TBD
Last Day to Drop a Class with an “Automatic W” (50 th Day of Class).....	Tuesday, March 27, 2018
Non-Instructional Day (Spring Mini-Break) - No Classes Held, Admin. & Faculty Offices Open	Friday, March 30, 2018
Continuing Students Begin Pre-registration for Summer Session and Fall Semester 2018	Monday, April 2, 2018
December 2018 Graduates – Deadline to Submit Application for Degree.....	Monday, April 9, 2018
Montana Tech Expo (Classes in session)	Thursday, April 26, 2018
Semester Exams	Mon-Fri, April 30-May 4, 2018
Commencement – 11:00 a.m. – Butte Civic Center	Saturday, May 5, 2018
Deadline for Faculty Input of Spring Semester Final Grades via <i>Orediggerweb</i> 12:00 p.m.....	Wednesday, May 9, 2018
Grades Posted to Student Account/viewable on <i>Orediggerweb</i>	Tuesday, May 15, 2018

2018 Summer Session ~ May 29, 2018 – August 2, 2018

(Full Session: 5/29 – 8/2. 1st Session: 5/9 – 6/28. 2nd Session: 7/2 – 8/2)

Summer 2018 Pre-registration Begins	Monday, April 2, 2018
Holiday (Memorial Day) No Classes/Offices Closed	Monday, May 28, 2018
1 st Five-Week Session (5/29 – 6/28) & Full Session (5/29– 8/2) Begins 7:30 a.m.....	Tuesday, May 29, 2018
** FEE PAYMENT DUE ** (Students Attending 1 st & Full Session only)	Tuesday, May 29, 2018
Last Day to Add a First Session Class (3 rd day of 1 st Session Classes).....	Thursday, May 31, 2018
Last Day to Drop a 1 st Session Class without a “W” (5 th day of 1 st Session Classes).....	Tuesday, June 5, 2018
Last Day to Add a Full Session Class (10 th day of Full Session Classes)	Monday, June 4, 2018
Last Day to Withdraw from a 1 st Session Class with an Automatic W” (10 th Day of 1 st Session Classes)	Wednesday, June 13, 2018
Last Day to Drop a Full Session Class without a “W” (15 th day of Full Session).....	Thursday, June 21, 2018
FINAL EXAMS GIVEN FOR FIRST SESSION CLASSES - First Five-Week Session Ends	Thursday, June 28, 2018
2 nd Five-Week Session Begins (7/2 – 8/2) 7:30 a.m.....	Monday, July 2, 2018
** FEE PAYMENT DUE ** (Students Attending 2 nd session only)	Monday, July 2, 2018
Last Day to Withdraw from a Full Session Class with an Automatic “W” (20 th Day of Full Session).....	Monday, June 2, 2018
Holiday (Independence Day) No Classes/Offices Closed	Wednesday, July 4, 2018
Deadline for Faculty Input of Grades for 1 st Session Summer Classes via <i>Orediggerweb</i> - 12:00 p.m.....	Thursday, July 5, 2018
Last Day to Add a Second Session Class (3 rd Day of 2 nd Session Class)	Thursday, July 5, 2018
Last Day to Drop a 2 nd Session Class Without a “W” (5 th day of 2 nd Session Classes).....	Tuesday, July 10, 2018
1 st Session Grades Posted to Student Account/ viewable on <i>Orediggerweb</i>	Tuesday, July 10, 2018
Last Day to Withdraw From a 2 nd Session Class with an Automatic W” (10 th Day Of 2 nd Session Class)	Wednesday, July 18, 2018
FINAL EXAMS GIVEN FOR 2 ND AND FULL SESSION CLASSES - Second and Full Summer Sessions End... ..	Thursday, August 2, 2018
Deadline for Faculty Input of Final Grades for 2 nd and Full Session Classes via <i>Orediggerweb</i> - 4:00 p.m.....	Tuesday, August 7, 2018
2 nd Session Grades Posted to Student Account/viewable on <i>Orediggerweb</i>	Thursday, August 9, 2018

From Provost Abbott:

The Union CBA requires that the Faculty Service Committee be comprised by September 1. The three member committee is appointed as follows: one member appointed by the Chancellor, one member appointed by OCHE and one member elected by the faculty. Miriam Young was the faculty member last year and we need to get a faculty appointment for this year.

Will you please forward me the name of the faculty-elected person for this committee by September 1?

From the Faculty/Staff Handbook:

Faculty Service Committee

The Faculty Service Committee assures proper professional tenure of administrative officers and members of instructional and scientific staffs, and promotes efficient service to the Institution. At the direction of the Chancellor of the Institution, or upon the request of any staff member whose removal is proposed, or who is under suspension, the committee inquires into the case and submits a report of its findings to said Chancellor and to the staff member involved. The Chancellor transmits a copy of such report for the consideration of the Board of Regents of Higher Education. The committee consists of three faculty members on permanent tenure, one selected by the Chairman of the Board of Regents of Higher Education, one selected by the faculty, and one appointed by the Chancellor. The committee members shall elect the chair.