**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)
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 – (All-PlNs disabled at 4:30 p.m.) ..................................Monday, January 9, 2017
Web-Registration Closes at 3:00 p.m. (additional course changes completed through Enrollment Srvcs) ......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. (10th Day of Classes - Last Day To Add a Class)......................Monday, January 23, 2017
Last Day to Drop a Class Without Class Appearing on Transcript (15th Day of Classes)..............Monday, January 30, 2017
Last Day to Write A Challenge Exam (15th 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 (20th 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 (40th 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” (50th 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 .................................................................................................................................Sunday, May 7, 2017
Commemoration – 11:00 a.m. – Butte Civic Center ...............................................................................Saturday, May 6, 2017
Deadline for Faculty Input of Spring Semester Final Grades via Orediggerweb 12:00 p.m. ..........Wednesday, May 10, 2017
Grades Posted to Student Account/viewable on Orediggerweb ..............................................................Tuesday, May 16, 2017

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

Summer 2017 Pre-registration Begins ...........................................................................................................Monday, April 3, 2017
Holiday (Memorial Day) No Classes/Offices Closed .................................................................................Monday, May 29, 2017
1st 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 1st & Full Session only) ..................................................Tuesday, May 30, 2017
Last Day to Add a First Session Class (3rd day of 1st Session Classes) ...........................................Thursday, June 1, 2017
Last Day to Drop a 1st Session Class without a “W” (5th day of 1st Session Classes) ...............Tuesday, June 6, 2017
Last Day to Add a Full Session Class (10th day of Full Session Classes) ...........................................Wednesday, June 14, 2017
Last Day to Withdraw from a 1st Session Class with an Automatic “W” (10th Day of 1st Session Classes) ...Wednesday, June 14, 2017
Last Day to Drop a Full Session Class without a “W” (15th 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
2nd Five-Week Session Begins (7/5 – 8/4) 7:30 a.m. ...........................................................................Wednesday, July 5, 2017
** FEE PAYMENT DUE ** (Students Attending 2nd session only) .....................................................Wednesday, July 5, 2017
Last Day to Withdraw from a Full Session Class with an Automatic “W” (20th Day of Full Session) ..........Wednesday, July 5, 2017
Deadline for Faculty Input of Grades for 2nd Session Summer Classes via Orediggerweb - 12:00 p.m. ..........Wednesday, July 5, 2017
Last Day to Add a Second Session Class (3rd Day of 2nd Session Class) ...........................................Monday, July 10, 2017
Last Day to Drop a 2nd Session Class Without a “W” (5th day of 2nd Session Classes) ..............Wednesday, July 12, 2017
1st Session Grades Posted to Student Account/viewable on Orediggerweb ...........................................Tuesday, July 11, 2017
Last Day to Withdraw From a 2nd Session Class with an Automatic “W” (10th Day Of 2nd Session Class) ....Thursday, July 20, 2017
FINAL EXAMS GIVEN FOR 2ND AND FULL SESSION CLASSES - Second and Full Summer Sessions End...... Friday , August 4, 2017
Deadline for Faculty Input of Final Grades for 2nd and Full Session Classes via Orediggerweb - 4:00 p.m. ........Tuesday, August 8, 2017
2nd Session Grades Posted to Student Account/viewable on Orediggerweb ...........................................Thursday, August 10, 2017
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, August 14, 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 New Student Orientation & Registration Program 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) Monday, August 28, 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. (10th 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 (15th Day of Classes) ......................................................................................... Monday, September 11, 2017
Last Day to Drop a Class Without Class Appearing on Transcript (15th 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 (20th Day of Class) .............................................................. Monday, September 18, 2017
Last Day for Faculty Input of Midterm Grades via Orediggerweb (40th Day of Class) ........................................... Monday, October 16, 2017
Last Day to Drop a Class with an Automatic "W" (50th Day of Class) ........................................................................ Monday, October 30, 2017
Continuing Students Begin Pre-Registration for 2nd (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 2nd (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 Orediggerweb – 4:00 pm ................................................................. Monday, December 18, 2017
Grades Posted to Student Account/viewable on Orediggerweb – 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
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. (10th Day of Classes - Last Day To Add a Class) ........................................... Monday, January 22, 2018
Last Day to Drop a Class Without Class Appearing on Transcript (15th Day of Classes) ................................... Monday, January 29, 2018
Last Day to Write A Challenge Exam (15th 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 (20th 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 (40th 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” (50th 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 Orediggerweb 12:00 p.m. ......................... Wednesday, May 9, 2018
Grades Posted to Student Account/ viewable on Orediggerweb .................................................................. Tuesday, May 15, 2018

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

Summer 2018 Pre-registration Begins ........................................................................................................... Monday, April 2, 2018

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