

MEMORANDUM

TO: Bard Faculty
FROM: Mark Halsey
Associate Dean of the College
DATE: April 25, 2014
RE: Student Evaluation of Courses, Tutorials, Conferences, and Senior Projects

Enclosed you will find your packet of Course and Faculty Evaluation (CaFE) forms for each of your classes, tutorials, conferences, or Senior Projects, as well as addressed envelopes for their return. Starting this semester, we are using CaFE forms that will be scanned and all data will be stored digitally. Once scanning is complete and verified, the hard copy forms will be returned to faculty.

General Guidelines:

- Hand out starting the week of April 28.
- Students should use only **PEN** (no pencil) to mark the forms. Instructions for marking the forms are near the top of each form.
- Please **DO NOT** return the forms yourself or send students to the faculty administrative assistants's office to complete them.
- All CaFEs should be collected by Tuesday, May 20 (handed in by students to the appropriate faculty administrative assistant).

Regular Classes:

- **Designate one member of the class to be responsible for collecting and returning the forms immediately after class.** The designated student should use the following 3-step process:
 - 1) Place forms in the envelope provided.
 - 2) Seal the envelope and sign across the flap.
 - 3) **ON THE SAME DAY AS CLASSROOM DISTRIBUTION AND COLLECTION TAKE PLACE, deliver the envelope by hand or campus mail as addressed (the name of the administrative assistant for the appropriate division or program is on the return address label on each envelope).**
- **PLEASE LEAVE THE CLASSROOM AFTER DISTRIBUTING THE FORMS;** please allow 20 minutes for students to complete the forms.

Tutorials, Conferences, Senior Projects etc.:

- Same general guidelines apply
- Students may complete the forms on their own time and return in the addressed white business envelope provided (one per tutorial or senior project student).

Thank you for your cooperation.

MH:kbb