

April 30, 2008

TO: Academic Counselors and Advisors

FROM: Brian Thiebaut

CC: Diana Rodriguez
Willie Smith

Thank you for assisting in administering the Student Class Schedule Survey, starting on May 1. The survey will assist us all in identifying the kinds of face-to-face class schedule patterns suitable to meet our students' needs in the future.

Irma Dagnino has agreed to help me get this done. If you have any questions please do not hesitate to ask Irma, or call me directly at ext. 5501.

Please keep these points in mind:

1. Have students complete the survey in your presence, and have them return it to you. Avoid letting students take the surveys away with them with the promise to "drop it off later."
2. The survey may be done during orientation, at the registration window or other venues when you have contact with the student in an advising capacity.
3. Be familiar with the survey and be prepared to answer students' questions about how to complete it.
4. Tell students not to put their names on the survey. All responses are confidential.
5. The number in the upper right-hand corner will assist me in tabulating the results.
6. Most students will take 3 to 5 minutes to complete the survey.
7. Be sure to ask if the student has already taken the survey: we ask for just one response per student.
8. As you collect the completed surveys, please arrange to have them placed in my faculty mailbox.

Thank you again for your valuable assistance.