2024-2025
OSU Student Survey of Instruction (SSI) Timeline
(Using Qualtrics Course Evaluations)

FALL 2024

August 19   Memo to faculty and deans from Provost informing of policy regarding evaluation of instruction and use of SSI for all courses.

August 30   Restrictive Drop/Add Deadline.

September 3   UAT will send college SSI coordinators an Excel file listing all courses (master list) and Fall 2024 courses (semester list); coordinators will indicate in the file which courses will participate in the SSI process (master list). SSI coordinators should work with departments to ensure instructor names are listed on all courses to be surveyed in Banner between this date and the deadline below.

September 20   SSI coordinators return the master list to UAT indicating courses participating in the SSI.

October 7   Provost email to instructors regarding both regular administration and short-course administration. Email includes survey directions to share with students, open/close dates, and best practice information for in-class delivery to encourage student responses.

October 9   Short-course SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.

October 14   Instructors receive reminder that the survey closes the following Friday.

October 15   Provost Reminder email to students to complete the SSI prior to the survey closing.

October 18   Short-course SSI closes for student access at 11:00PM CST.

November 11   Last Day for instructor names to be added to course sections in Banner in order to be included in Fall SSI.

November 25   SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.

December 2   Instructors receive reminder that the survey closes the following Friday.

December 3   Provost Reminder email to students to complete the SSI prior to the survey closing.

December 6   SSI closes for student access at 11:00PM CST.

December 19   Instructors receive the link to the Qualtrics survey results dashboards via email. SSI coordinators and department heads receive the link to the Qualtrics survey results dashboards via email.

SPRING 2025

January 13	Memo to faculty and deans from Provost informing of policy regarding evaluation of instruction and use of SSI for all courses.
January 24	Restrictive Drop/Add Deadline.
January 27	UAT will send college SSI coordinators an Excel file listing all courses (master list) and Spring 2024 courses (semester list); coordinators will indicate in the file which courses will participate in the SSI process (master list). SSI coordinators should work with departments to ensure instructor names are listed on all courses to be surveyed in Banner between this date and the deadline below.
February 14	SSI coordinators return the master list to UAT indicating courses participating in the SSI.
March 3	Provost email to instructors regarding both regular administration and short-course administration. Email includes survey directions to share with students, open/close dates, and best practice information for in-class delivery to encourage student responses.
March 5	Short-course SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
March 10	Instructors receive reminder that the survey closes the following Friday.
March 11	Provost reminder email to students to complete the SSI prior to the survey closing.
March 14	Short-course SSI closes for student access at 11:00PM CST.
April 14	Last day for instructor names to be added to course sections in Banner in order to be included in Spring SSI.
April 21	SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
April 28	Instructors receive reminder that the survey closes the following Friday.
April 29	Provost reminder email to students to complete the SSI prior to the survey closing.
May 2	SSI closes for student access at 11:00PM CST.
May 15	Instructors receive the link to the Qualtrics survey results dashboards via email. SSI coordinators and department heads receive the link to the Qualtrics survey results dashboards via email.

SUMMER 2025 (TENTATIVE)

June 16
UAT will send college SSI coordinators an Excel file listing <u>all</u> Summer courses (master list). All four sessions are included. Coordinators indicate in the master list which courses will participate in SSI.

July 3
SSI coordinators return master list to UAT indicating courses participating in the SSI.

July 16
Last day for instructor names to be added to course sections in Banner in order to be included in Summer SSI.

July 21
Provost email to instructors. Email includes survey directions to share with students, open/close dates, best practice information for in-class delivery, and a reminder to encourage student responses, especially for completed May and June course sections.

July 23
SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.

July 28
Instructors receive reminder that the survey closes the following Friday.

July 29
Provost reminder email to students to complete the SSI prior to the survey closing.

August 1
SSI closes for student access at 11:00PM CST.

August 7
Instructors receive the link to the Qualtrics survey results dashboards via email. SSI coordinators and department heads receive the link to the Qualtrics survey results dashboards via email.