

2023-2024

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

FALL 2023

- August 21 Memo to faculty and deans from Provost informing of policy regarding evaluation of instruction and use of SSI for all courses.
- September 1 Restrictive Drop/Add Deadline.
- September 5 UAT will send college SSI coordinators an Excel file listing all courses (master list) and Fall 2023 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 22 SSI coordinators return the master list to UAT indicating courses participating in the SSI.
- October 9 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 11 Short-course SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
- October 16 Instructors receive reminder that the survey closes the following Friday.
- October 17 Provost Reminder email to students to complete the SSI prior to the survey closing.
- October 20 Short-course SSI closes for student access at 11:00PM CST.
- November 13 Last day for instructor names to be added to course sections in Banner in order to be included in Fall SSI.
- November 27 SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
- December 4 Instructors receive reminder that the survey closes the following Friday.
- December 5 Provost Reminder email to students to complete the SSI prior to the survey closing.
- December 8 SSI closes for student access at 11:00PM CST.
- December 21 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 2024

- January 16 Memo to faculty and deans from Provost informing of policy regarding evaluation of instruction and use of SSI for all courses.
- January 26 Restrictive Drop/Add Deadline.
- January 29 UAT will send college SSI coordinators an Excel file listing all courses (master list) and Spring 2023 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 16 SSI coordinators return the master list to UAT indicating courses participating in the SSI.
- March 4 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 6 Short-course SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
- March 11 Instructors receive reminder that the survey closes the following Friday.
- March 12 Provost reminder email to students to complete the SSI prior to the survey closing.
- March 15 Short-course SSI closes for student access at 11:00PM CST.
- April 15 Last day for instructor names to be added to course sections in Banner in order to be included in Spring SSI.
- April 22 SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
- April 29 Instructors receive reminder that the survey closes the following Friday.
- April 30 Provost reminder email to students to complete the SSI prior to the survey closing.
- May 3 SSI closes for student access at 11:00PM CST.
- May 16 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 2024 (TENTATIVE)

- June 17 UAT will send college SSI coordinators an Excel file listing all Summer courses (master list). All four sessions are included. Coordinators indicate in the master list which courses will participate in SSI.
- July 5 SSI coordinators return master list to UAT indicating courses participating in the SSI.
- July 17 Last day for instructor names to be added to course sections in Banner in order to be included in Summer SSI.
- July 22 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 24 SSI opens for student access. Provost email to students informing them of survey opening and directions for completion.
- July 29 Instructors receive reminder that the survey closes the following Friday.
- July 30 Provost reminder email to students to complete the SSI prior to the survey closing.
- August 2 SSI closes for student access at 11:00PM CST.
- August 8 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.