

SFS Activity Calendar 2015

		Responsibility	Activity Length (calendar days)	Start Date	End Date
Autumn 2015					
Formative SFS	PQU sends survey orders worksheet to Faculty Admin	PQU	2 days	Tue 24 Feb	Wed 25 Feb
	Faculty Admin complete survey orders worksheet, including information on Subject Coordinators, and return completed worksheet to PQU	Faculty Admin	11 days	Tue 24 Feb	Fri 06 Mar
	PQU loads completed survey orders worksheets into SFS Online system	PQU	5 days	Mon 02 Mar	Fri 06 Mar
	PQU opens survey orders for Subject Coordinators to check survey details and inform PQU on required changes	Subject Coordinators	5 days	Mon 09 Mar	Fri 13 Mar
	PQU opens survey for student feedback and send reminders	PQU	8 days	Mon 16 Mar	Mon 23 Mar
	PQU releases survey reports to Subject Coordinators	PQU	1 day	Tue 24 Mar	Tue 24 Mar
	PQU sends Faculty survey reports to ADTLs	PQU	1 day	Thu 26 Mar	Thu 26 Mar
Summative SFS					
Summative SFS	PQU sends survey orders worksheet to Faculty Admin	PQU	2 days	Tue 31 Mar	Wed 01 Apr
	Faculty Admin complete survey orders worksheet in consultation with ADTL and academic staff where appropriate, including information on Subject Coordinators, Teaching Staff and learning modes, and return completed worksheet to PQU	Faculty Admin	25 days	Tue 31 Mar	Fri 24 Apr
	PQU loads completed survey orders worksheets into SFS Online system	PQU	5 days	Mon 20 Apr	Fri 24 Apr
	PQU opens survey orders for Subject Coordinators to check survey details and Learning Modes	Subject Coordinators	5 days	Mon 27 Apr	Fri 01 May
	PQU sends changes in learning modes made by Subject Coordinators in the SFS Online system to Faculty for endorsement	Faculty Admin	5 days	Fri 01 May	Tue 05 May
	PQU opens survey orders to Teaching Staff to check survey details and where appropriate add additional items	Teaching Staff	5 days	Mon 04 May	Fri 08 May
	PQU requests Subject Coordinators to review and finalise additional items if Teaching Staff have added more than 2 items per subject	Subject Coordinators	2 days	Thu 07 May	Fri 08 May
	PQU opens surveys for student feedback and send reminders	PQU	28 days	Mon 11 May	Sun 07 Jun
	PQU releases individual survey reports to Teaching Staff	PQU	1 day	Mon 13 Jul	Mon 13 Jul
	PQU releases survey reports to Subject Coordinators	PQU	1 day	Wed 15 Jul	Wed 15 Jul
	PQU releases Faculty survey reports to Deans and ADTLs	PQU	1 day	Wed 15 Jul	Wed 15 Jul