

# 2017 CCSSE Administration Timeline

\*Subject to alteration—final timeline to be released Nov. 2017

Step	Task	Due Date	Responsible
Procedure Guide link e-mailed to Campus Coordinator		Monday, November 7, 2016	CCSSE Liaison
1	Confirm consortium participation (if applicable)	Friday, November 18, 2016	Campus Coordinator
2	Attend an orientation webinar	Monday, November 14, Wednesday, November 16, Tuesday, November 29, <b>or</b> Wednesday, November 30, 2016	
3	Submit college or consortium custom survey items (if applicable)	Friday, December 2, 2016	
Link to data verification form e-mailed to Campus Coordinator		Monday, December 5, 2016	CCSSE Liaison
4	Complete data verification form	<b>By Friday, December 9, 2016</b>	Campus Coordinator
5	Select Survey Administrators	January 2017	
6	Ensure “President’s Memo to Faculty, Staff, and Administrators” is sent		
7	Send CMDF to CCSSE Liaison		
Sample file sent to Campus Coordinator		Approx. 2 weeks after CMDF submission	CCSSE Liaison
8	Review random sample, e-mail confirmation of sample file to CCSSE Liaison	Within 2 business days of sample file receipt	Campus Coordinator
9	Send “Campus Coordinator’s Letter” to instructors of classes selected for surveying	Upon confirmation of random sample	
10	Ensure “President’s Memo to Students” is sent		
11	Confirm oversample details, submit oversample agreement form (if applicable)	<b>By Friday, March 10, 2017</b>	
Survey administration materials sent to Campus Coordinator		Approx. 2 weeks after random sample confirmation	Center
12	Schedule in-class survey administration by sending “Scheduling Letter” to selected faculty	Approx. 2 weeks prior to survey administration	Survey Administrators
13	In-class survey administration	February – April, 2017	
14	Return completed surveys to Center	Weekly, in multiple shipments	Campus Coordinator
15	Send “Thank You Note” to all participating faculty	Upon completion of survey administration	
<b>ALL COMPLETED SURVEYS MUST BE RECEIVED BY THE CENTER FOR INCLUSION IN CCSSE DATA ANALYSIS</b>		<b>WEDNESDAY, MAY 10, 2017</b>	
Institutional reports made available to college president & Campus Coordinator		July 31, 2017	Center
Ten print copies of Key Findings report sent to college president		Mid-August, 2017	

Invoices for CCSSE 2017 will be sent to college presidents on or around March 1, 2017, with payment due May 1, 2017.