

**Memorandum**

November 3, 2011

TO: Faculty Executive Committee

FR: Heather McCullough, FITSAC chair

RE: Motion to implement web-based student course evaluations

**Motion**

FITSAC has initiated the following multi-step motion:

1. Convert the current paper course evaluation system to electronic course evaluations commencing with the end of Spring 2012 semester;
2. Implement the conversion over the course of two years, beginning with volunteer colleges first;
3. FITSAC will serve as an advisory committee for assessing and improving the conversion in all its aspects; it will report to Faculty Council annually on the conversion, including its successes, problems, solutions, and the committee's recommendations going forward.