

MIDDLESEX COMMUNITY COLLEGE

MEMORANDUM

TO: Full-Time Faculty

FROM: Audrey Nahabedian, Dean, Enrollment Management

DATE: November 27, 2017

RE: Student Evaluations Fall 2017

It is once again time to have students evaluate your class. The evaluation process that is outlined here relates to your regularly scheduled classes.

Please note that the evaluations must be done by a proctor. The proctor should be a colleague; students are not allowed to proctor full-time evaluations. The proctor instructions are included in the evaluation packets.

The proctor should return the evaluations to the location where they were picked up. The locations are listed below.

BEDFORD CAMPUS:

DAY CLASSES

Arts, Humanities, World Languages	Chantavia Harris	Henderson Hall Rm 102A
Business, Legal Studies, Public Services	Kristen McBride-Silva	Henderson Hall Rm 203
Education	Donna Colella	Campus Center, Rm 201
Health Programs	Diane Casey	North Academic, Rm 113
STEM	Stephanie Adams	Henderson Hall, Rm 304
Social Sciences, Behavioral Sciences, Communications	Maryann Sullivan	Academic Resources Rm 113

LOWELL CAMPUS:

DAY CLASSES

All Full-Time Faculty who teach in the Cowan, Federal, Howe or Pollard bldg.	Carmen Pagan	Cowan Building, 5 th floor
All Nursing Faculty & other Full-Time Faculty who teach mainly in the Derby bldg.	Diane Coakley	Derby Building, 4 th floor
All Dental Faculty & other Full-Time Faculty who teach mainly in the Talbot bldg.	Sarah Peterson-Taggard	Talbot Building, 5 th floor

Please make sure that they are completed and returned by **Friday, December 15, 2017**. If you have any questions, you can call Audrey Nahabedian at x3223.