

# Memorandum

**College of ( )**  
**Department of ( )**  
**(Building, Room)**  
**Tel: (909)-537-( ); Fax: (909) 537-( )**

Date:

To: Faculty

From: (Name), Chair

Re: FORM C: Student Opinion of Teaching Effectiveness (SOTE: FORM-C)

SOTE: FORM C – TEACHING IMPROVEMENT is one of the three (3) official SOTE forms approved by the Faculty Senate in 2005-06. It is available for use by faculty for teaching improvement purposes.

If you are planning on having your students do SOTE: FORM C this quarter, please complete the reply form below and return it to (name) on or before 5:00 pm on (date of the 5<sup>th</sup> Friday of the quarter).

Guidelines and instructions for SOTE: FORM C are available at the Teaching Resource Center (TRC) website, <http://trc.csusb.edu> (click SOTE).

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SOTE: FORM C Reply Form

Faculty Name \_\_\_\_\_

Quarter/Year: \_\_\_\_\_

Class(es) to be SOTE'd using FORM C:

Course #1 Course number \_\_\_\_\_ Section number \_\_\_\_\_ Code # \_\_\_\_\_

Course #2 Course number \_\_\_\_\_ Section number \_\_\_\_\_ Code # \_\_\_\_\_

Course #3 Course number \_\_\_\_\_ Section number \_\_\_\_\_ Code # \_\_\_\_\_

**PLEASE RETURN TO (name) BY (date).**  
**THANK YOU!**