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 5th Friday of the quarter).


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!