2019 *CCFSSE* Administration Timeline

Step	Task	Due Date	Responsibility
	Procedure Guide link e-mailed to Campus Coordinator	Monday, November 5, 2018	*CCSSE* Liaison
1	Attend an orientation webinar (dates at right) and/or Review the *CCSSE* and *CFCSSE* Procedure Guides	Monday, Nov. 12, Tuesday, Nov. 13, Tuesday, Nov. 27, **or** Wednesday, Nov. 28, 2018	Campus Coordinator
	Link to data verification form e-mailed to Campus Coordinator	Monday, December 3, 2018	*CCSSE* Liaison
2	Complete data verification form, confirming college's *CCFSSE* participation	By **Friday, December 7, 2018**	Campus Coordinator
3	Ensure President's Memo to Faculty is sent	January 2019	Campus Coordinator
4	Send test message to faculty e-mail addresses	January 2019	Campus Coordinator
5	Work with college's IT department to ensure that faculty survey invitation e-mail from center@cccse.org will not be blocked	January 2019	Campus Coordinator
6	Send CMDF to *CCSSE* Liaison	**2 weeks after the first class day of spring semester**	Campus Coordinator
	Sample file sent to Campus Coordinator	Approx. 2 weeks after CMDF submission	*CCSSE* Liaison
7	Review random sample, e-mail confirmation of sample file to *CCSSE* Liaison	Within 2 business days of sample file receipt	Campus Coordinator
	CCFSSE Invitation Date Selection e-mail sent to Campus Coordinator	Upon confirmation of *CCSSE* sample	Center
8	Use e-mail link to select *CCFSSE* invitation send-out date	Upon receipt of date selection e-mail	Campus Coordinator
9	Send Notification E-mail to instructors listed in the CMDF	One week before invitations are sent	Campus Coordinator
	CCFSSE invitation send-out reminder e-mailed to Campus Coordinator	Thursday before the college's *CCFSSE* invitation send-out date	Center
	E-mail invitations sent to faculty listed in CMDF	February 25, March 18, April 1, **or** April 22, 2019	Center
	Link to Faculty Non-Responder Tool e-mailed to Campus Coordinator	Tuesday following invitation send-out	*CCSSE* Liaison
	Online *CCFSSE* administration	Feb. 25 - May 8, 2019	
10	Monitor Faculty Non-Responder Tool, send survey completion reminders to faculty	Feb. 25 - May 8, 2019	Campus Coordinator
	CCFSSE completion deadline	May 8, 2019	
	Institutional reports available to college president and Campus Coordinator	July 31, 2019	Center

Invoices for CCSSE & CCFSSE 2019 will be sent to college presidents on or around March 1, 2019, with payment due May 1, 2019.