

Process for compiling weekly feedback forms

version: 2-July-2009 Gordon Nuttall

- 1) Open the consolidated feedback template file and immediately do a Save As, using the naming convention
Speakersname Feedback.doc
- 2) Fill in the date and topic/speaker on the first line.
- 3) Go through each feedback sheet page-by-page and tally up the responses for the "bubble" questions 1-3. Enter those numbers in the parenthesis, replacing the numbers from the previous week.
- 4) Use a calculator to determine the average for questions 1 - 3 and enter those as the RATING.
- 5) Now, the time-consuming part. Go through page-by-page and transcribe the handwritten comments into the proper section.
- 6) Save the file and email it to the programs committee. The committee chairperson will post it to the website after approval by the committee.

The template for the feedback compilation file is on the website.