**Semester welcome message to FCQ coordinators**

To:

[fcqcoord@lists.colorado.edu](mailto:fcqcoord@lists.colorado.edu)

[dnfcq@lists.colorado.edu](mailto:dnfcq@lists.colorado.edu)

Subject: FCQ Coordinator Fall 2025 Welcome

Dear FCQ coordinators,

Welcome to the Fall semester. Here is a quick timeline for the upcoming term. For full dates and information, please consult the FCQ calendar, <https://www.colorado.edu/fcq/calendar>.

**Topics:**

• Previous semester FCQ reports

• Batch reports archive update

• Semester timeline

• Fall 2025 FCQs

• Course auditing

• Report administrator updates

• Report administrator responsibilities

**Previous semester FCQ reports**

• For previous semester results, visit <https://www.colorado.edu/fcq/fcq-results>.

• Due to term overlap, it is possible that the previous semester results are not available yet, but will be soon.

**Batch reports archive update**

Each semester, you’ll receive an email when the batch reports have been added to the shared folder. Designated report administrators can access this folder at any time to download your reports.

We still strongly recommend that you download your files to a secure location within your department, whether that is a server, dedicated drive or folder.

**Semester timeline**

Aug. 11 – Nov. 14: Weekly administrations

Oct. 1 – Oct. 22: Course audit window

October 24: Deadline to submit custom questions

Final FCQ administration

• Boulder: Monday, Nov. 17 – Tuesday, Dec. 2

• Denver: Monday, Nov. 17 – Tuesday, Dec. 2

• Anschutz: Monday, Nov. 17 – Tuesday, Dec. 2

FCQ initial reports released

• Boulder: Tuesday, Dec. 23, at 12 p.m.

• Denver: Monday, Dec. 22, at 12 p.m.

• Anschutz: Monday, Dec. 22, at 12 p.m.

Weekly administrations open on Mondays, and occasionally Tuesdays (for holidays), at 11 a.m., with end dates varying from Friday - Sunday.

Windows for classes are based on the course end date that is listed in CU-SIS. Classes that are evaluated during a weekly administration may be moved to a different administration on request.

**Course auditing**

The course auditing window runs from the first Wednesday through the fourth Wednesday of the audit month (March/June/October). During this period the class roster will update each business day.

If you need to update a course that ends prior to the audit window, contact the FCQ program for assistance. Otherwise, make your changes in CU-SIS and they will get picked up during the course audit.

Remember, the FCQ class roster information is taken directly from CU-SIS. To update class or instructor information, you must make changes in CU-SIS.

**Report administrator updates**

Attached is our current list of report administrators (folks who have access to Campus Labs reports). Please let me know if you need to update any of the information.

**Report administrator responsibilities**

Key roles

Be the liaison between the FCQ program and your faculty

• We are a small department and aren’t able to work directly with faculty on a regular basis

• Your role is to be the go-between and communicate FCQ information to your faculty

• Ideally, your faculty will submit requests and questions to you Be an informed FCQ manager

• Know which classes are getting FCQs and when

• If an instructor wants to know when they are getting FCQs, consult your course audit

Be a data steward

• You are responsible for maintaining your department archives

• The batch reports distributed at the end of each term are your archive copies

• Be sure to download batch reports in a timely manner and save them for use in portfolio building, tenure review, and as your department’s historical record

• Familiarize yourself with the various FCQ reports and where to find them, <https://www.colorado.edu/fcq/fcq-results>

**Key responsibilities**

• FCQ early administrations

• FCQ course auditing

• FCQ administration

• FCQ reports release

**FCQ knowledge base**

Got a question and need an answer fast? Try the FCQ knowledge base. Access the knowledge base at www.colorado.edu/fcq/kb.

Thank you,

FCQ program

**Course audit memo to send the week that the audit window opens**

To:

[fcqcoord@lists.colorado.edu](mailto:fcqcoord@lists.colorado.edu)

[dnfcq@lists.colorado.edu](mailto:dnfcq@lists.colorado.edu)

Subject: FCQ Fall 2025 Course Audit Memo

Dear FCQ coordinators,

The course audit window for Fall 2025 will be open from Wednesday, October 1 through Wednesday, October 22. We’re hosting FCQ office hours from 2-3 p.m. each Wednesday during the course audit window and will be sending out invites shortly.

Please RSVP if you would like to attend.

Some topics to discuss in office hours: • Review changes to the course audit layout • Introduce new FCQ coordinators to the process • Provide a refresher for veteran FCQ coordinators • Answer any questions you might have about the process

Course audit files will be updated by noon each business day. Changes made in CU-SIS by 5 p.m. will show up on the course audit the following business day.

At the end of the course audit window, the course and instructor assignments will be considered correct and will be the basis for end-of-term FCQs.

To access your course audit, and course audit training materials, go to: <https://www.colorado.edu/fcq/course-audit>

Remember, the FCQ class roster information is taken directly from CIW. To update class or instructor information, you must make changes in CIW.

If you are reviewing your course audit before noon, and a change you made isn’t showing up, it’s possible that the update hasn’t yet occurred. Please check the date in the tab at the bottom of the file to confirm.

We have set up weekly administrations that, generally, will open on Mondays, and occasionally Tuesdays (for holidays), at 11 a.m.

Windows for classes are based on the course end date that is listed in CU-SIS. Early ending classes may be moved to different administrations on request.

Thank you,

FCQ program

**Description for office hours invite**

To:

[fcqcoord@lists.colorado.edu](mailto:fcqcoord@lists.colorado.edu)

[dnfcq@lists.colorado.edu](mailto:dnfcq@lists.colorado.edu)

Dear FCQ coordinators,

The course audit window for Fall 2025 will be open from Wednesday, October 1 through Wednesday, October 22. We’re hosting FCQ office hours from 2-3 p.m. each Wednesday during this time.

Please RSVP if you would like to attend.

Some topics to discuss in office hours: • Review changes to the course audit layout • Introduce new FCQ coordinators to the process • Provide a refresher for veteran FCQ coordinators • Answer any questions you might have about the process

Thank you,

FCQ program

**Course Audit OPEN memo**

To:

[fcqcoord@lists.colorado.edu](mailto:fcqcoord@lists.colorado.edu)

[dnfcq@lists.colorado.edu](mailto:dnfcq@lists.colorado.edu)

Subject: FCQ Fall 2025 course audit now open!

Dear FCQ coordinators,

The course audit window is now open and will run from Wednesday, October 1 through Wednesday, October 22. During this period, the course audit files will be updated by noon each business day and will reflect the current information in CIW.

Changes made to CIW by 5 p.m. will show up on the course audit the following business day.

At the end of the course audit window, the course and instructor assignments will be considered correct and will be the basis for all remaining FCQs.

To access your course audit, and course audit training materials, go to: <https://www.colorado.edu/fcq/course-audit>

Remember, the FCQ class roster information is taken directly from CIW. To update class or instructor information, you must make changes in CIW.

If you are reviewing your course audit before noon, and a change you made isn’t showing up, please check the date in the upper-left corner of the file to confirm that the daily update has occurred.

We have set up weekly administrations that open on Mondays (Tuesdays for holidays), at 11 a.m., with end dates varying from Friday - Saturday.

Windows for classes are based on the course end date that is listed in CU-SIS. Early ending classes may be moved to different administrations on request.

Thank you,

FCQ program

**Course Audit CLOSE memo**

To:

[fcqcoord@lists.colorado.edu](mailto:fcqcoord@lists.colorado.edu)

[dnfcq@lists.colorado.edu](mailto:dnfcq@lists.colorado.edu)

Subject: FCQ Course Audit closing!

Dear FCQ coordinators,

Just a reminder that the course audit closes today. Changes need to be submitted to CIW by 5 p.m. in order to be reflected accurately in the final FCQ administration. The course and instructor assignments on tomorrow’s report will be considered correct and will be the basis for end-of-term FCQs.

To access your course audit, and course audit training materials, go to: <https://www.colorado.edu/fcq/course-audit>

Thank you for all your hard work,

FCQ program

**Final administration pre-release memo (fall/spring only)**

To:

[fcqcoord@lists.colorado.edu](mailto:fcqcoord@lists.colorado.edu)

[dnfcq@lists.colorado.edu](mailto:dnfcq@lists.colorado.edu)

Subject: FCQ final administrations open on Monday!

Dear FCQ coordinators,

Thank you for all your hard work this semester. A lot goes into setting up, administering and reporting the FCQ data, and the exhaustive auditing you do to make updates and catch errors before they go into production is greatly appreciated.

Over the next few weeks, we will be running final administrations for all campuses. Alerts will also be going out to your faculty and students later today, in addition to the traditional messaging we send while administrations are open.

Here are the administration dates for each campus: • Boulder: Monday, November 17 – Tuesday, December 2 • Denver: Monday, November 17 – Tuesday, December 2 • Anschutz: Monday, November 17 – Tuesday, December 2

Here are the release dates for the FCQ results: • Boulder: Tuesday, December 23, 12 p.m. • Denver: Monday, December 22, 12 p.m. • Anschutz: Monday, December 22, 12 p.m.

Thank you,

FCQ program

**Batch reports release memo**

Dear report administrators,

Your Fall 2025 FCQ batch reports are ready to view and download. Please let us know if you have any questions or encounter any problems with the reports.

Important: These files are your department archival copies – the equivalent of the paper distribution copies we used to send at the end of every semester. You are responsible for your archive copies. The FCQ program does not have the staffing to provide archival services. Thus, it is vital that you download and save these batch reports.

These are being sent to FCQ report administrators (FCQ coordinators and chairs/directors), but not to instructors. Instructors can view their own reports directly through Campus Labs.

Thank you,

FCQ program