**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