

Important Dates for Fall 2017 Course Evaluations Kamloops and Williams Lake

Kamloops

Sept 6 Classes commence
Sept 29 to Oct 12 Course list validation
Oct 12 Deadline for course lists approval
Nov 14 to Dec 1 Course evaluation period
Dec 1 End of regular classes
Dec 16 End of regular exams
Dec 22 Grade due date
Jan 5 Reports to CELT for distribution

Williams Lake Fall 1

Sept 11 Classes commence
Sept 21 to Sept 27 Course list validation
Sept 27 Deadline for course lists approval
Oct 9 to Oct 20 Course evaluation period
Oct 20 End of regular classes
Oct 24 End of regular exams
Jan 5 Reports to CELT for distribution

Custom Questionnaires

Sept 22 Deadline for the submission of approved customized survey questions to IPE for the Fall administration.
Jan 22 Deadline for the submission of approved, customized survey questions to IPE for the Winter administration. Questions should be approved by Faculty Councils and forwarded to the Teaching and Learning Committee for review.

Williams Lake Fall 2

Oct 30 Classes commence
Nov 9 to Nov 15 Course list validation
Nov 15 Deadline for course list approval
Nov 27 to Dec 8 Course evaluation period
Dec 8 End of regular classes
Dec 12 End of regular exams
Jan 5 Reports to CELT for distribution

Notes

Course list validation: Deans and Chairs will be asked to confirm the course lists and course instructors. IPE uses the dean-approved list to administer the surveys and place the links to course-specific surveys in student MyTRU accounts. **Any changes to instructor assignments after submission the deadline will need to be communicated directly to IPE by the dean's office.**

Course evaluation period: Faculty members will be provided, via TRU email, with a password to unlock the survey prior to the evaluation period. Regular semester-based courses survey links will be available via student MyTRU accounts. **For courses that do not follow the regular schedule, dean's offices will contact IPE to make alternate arrangements.**

Reporting: Evaluation reports will not be available until final grades are submitted. Evaluation reports for courses with less than 5 student responses will not be released.

Resources

[CELT course evaluation web page](#)
[FAQ](#)
[Information for instructors](#) (instructions)
[Print your report](#)

learning@tru.ca (policy, process, survey design)

[IPE Course Evaluations Report \(Winter 2017\)](#)
[IPE Course Evaluations Report \(Fall 2016\)](#)

crsevaladmin@tru.ca (technical, timeline)
(250) 828.7164 (urgent technical questions)