

Important Dates for Fall 2021 Course Evaluations

Kamloops and Williams Lake

Kamloops

Sep 7 Classes commence
Oct 4 to 15 Course list validation
Oct 15 Deadline for course lists approval
Oct 25 to 29 Preliminary email to Instructors
Oct 29 Validation period deadline
Nov 10 Passwords emailed
Nov 15 to Dec 3 Course evaluation period
Dec 3 End of regular classes
Dec 18 End of regular exams
Jan 4 Results published

Williams Lake

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Discipline Specific Custom Questions

August 20 Deadline for the submission of approved, discipline specific customized survey questions to IPE for the Fall administration.

Prior to submission to IPE on Aug 20, questions should be approved by Faculty Councils and forwarded to the Centre of Excellence in Learning and Teaching

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 the course list approval deadline will need to be communicated directly to IPE by the dean's office.**

Preliminary email to Instructors: Faculty members will receive an email that lists their Fall 2021 courses that will be included in course evaluations, and they will be asked to contact IPE and copy their dean's office if there are any inaccuracies. **IPE will not be able to accommodate any changes to instructor assignments or inclusion/exclusion of courses after the validation period deadline.**

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 results will not be available until final grades are submitted for the course.

Resources

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

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

[IPE Course Evaluations Report \(Winter 2021\)](#)

crsevaladmin@tru.ca (technical, timeline)