Important Dates for Fall 2023 Course Evaluations
Kamloops and Williams Lake

Kamloops

Sept 5 Classes commence
Oct 2 to 13 Course list validation
Oct 13 Deadline for course lists approval
Oct 23 to 27 Preliminary email to Instructors
Oct 27 Validation period deadline
Nov 8 Passwords emailed
Nov 13 to Dec 1 Course evaluation period
Dec 1 End of regular classes
Dec 16 End of regular exams
Jan 5 Results published

Discipline Specific Custom Questions

August 18 Deadline for the submission of approved, discipline specific customized survey questions to IPE for the Winter administration.

Prior to submission to IPE on Aug 18, questions should be approved by Faculty Councils and forwarded to the Centre of Excellence in Learning and Teaching

Williams Lake

Sept 5 Classes commence
Oct 2 to 13 Course list validation
Oct 13 Deadline for course lists approval
Oct 23 to 27 Preliminary email to Instructors
Oct 27 Validation period deadline
Nov 8 Passwords emailed
Nov 13 to Dec 1 Course evaluation period
Dec 1 End of regular classes
Dec 16 End of regular exams
Jan 5 Results published

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 2023 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 2023)

crsevaladmin@tru.ca (technical, timeline)