

# Important Dates for Winter 2024 Course Evaluations

## Kamloops and Williams Lake

### Kamloops

**Jan 3** Classes commence  
**Feb 5 to Feb 16** Course list validation  
**Feb 16** Deadline for course lists approval  
**Feb 26 to Mar 1** Preliminary email to Instructors  
**Mar 1** Validation period deadline  
**Mar 13** Passwords emailed  
**Mar 18 to Apr 5** Course evaluation period  
**Apr 5** End of regular classes  
**Apr 20** End of regular exams  
**Apr 29** Results published

### Williams Lake

**Jan 3** Classes commence  
**Feb 5 to Feb 16** Course list validation  
**Feb 16** Deadline for course lists approval  
**Feb 26 to Mar 1** Preliminary email to Instructors  
**Mar 1** Validation period deadline  
**Mar 13** Passwords emailed  
**Mar 18 to Apr 5** Course evaluation period  
**Apr 5** End of regular classes  
**Apr 20** End of regular exams  
**Apr 29** Results published

### Discipline Specific Custom Questions

**January 19** Deadline for the submission of approved, discipline specific customized survey questions to IPE for the Winter administration.

Prior to submission to IPE on Jan 19, 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 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](mailto:celt@tru.ca) (policy, process, survey design)

[IPE Course Evaluations Report \(Winter 2023\)](#)

[crsevaladmin@tru.ca](mailto:crsevaladmin@tru.ca) (technical, timeline)