

Important Dates for the Summer 2017 Course Evaluations Kamloops and Williams Lake

Summer Session 1 - May 1st Classes commence

May 8 to May 12 is the course validation period with **May 12** the final deadline for course lists validation. Deans and Chairs will be asked to confirm the course lists and course instructors for the 2017 Summer Session 1 semester courses. IPE and IT use the validated list to administer the surveys and place the links to course-specific surveys in students' MyTRU account. This validation process is also important in disseminating reports to the course instructors.

May 15 is the deadline for the submission of approved customized survey questions to IPE. If programs wish to customize questions in addition to the 4 Senate institutional approved questions, these questions should be approved by Faculty Councils and forwarded to the Teaching and Learning Committee for review.

May 29 to June 9, 2017 is the course evaluation period. Faculty members will be provided with a password, via their TRU email, to unlock the surveys during the last two weeks of classes (or equivalent). They will also be provided with instructions for administering the evaluations and can [access the instructions](#) on the CELT website. Regular semester-based courses survey links will be available via students MyTRU accounts. For courses that do not follow the summer session schedule, individual faculties/schools will be contacted.

June 9, 2017: End of regular classes.

June 16, 2017: End of regular exams.

June 23, 2017: Grade due date.

August 18, 2017 is the proposed date for rolling out evaluation reports for Summer Session 1 courses. Evaluation reports will not be available until final grades are submitted. Evaluation reports for courses with less than 5 students will not be released. If requested by the instructor, however, a CELT faculty member will meet with the instructor to provide general formative feedback regarding these reports.