

Important Dates for Winter 2025 Course Evaluations

Kamloops and Williams Lake

Kamloops

Jan 6 Classes commence
Feb 3 to 14 Course list validation
Feb 14 Deadline for course lists approval
Feb 24 to 28 Preliminary email to Instructors
Feb 28 Validation period deadline
Mar 12 Passwords emailed
Mar 17 to Apr 4 Course evaluation period
Apr 4 End of regular classes
Apr 23 End of regular exams
May 2 Results published

Williams Lake

Jan 6 Classes commence
Feb 3 to 14 Course list validation
Feb 14 Deadline for course lists approval
Feb 24 to 28 Preliminary email to Instructors
Feb 28 Validation period deadline
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Mar 17 to Apr 4 Course evaluation period
Apr 4 End of regular classes
Apr 23 End of regular exams
May 2 Results published

Discipline Specific Custom Questions

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

Prior to submission to IPE on Dec 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 Winter 2025 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 \(Winter 2024\)](#)

crsevaladmin@tru.ca (technical, timeline)