

Subject: Fwd: Course Evaluations 2008W Term 1 - Important info for Instructors
From: Jeanne Yang <yang@geog.ubc.ca>
Date: Wed, 12 Nov 2008 15:12:27 -0800
To: everyone@geog.ubc.ca

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From: Course Evaluations <arts.evaluations@ubc.ca>
Subject: Course Evaluations 2008W Term 1 - Important info for Instructors
X-UBC-Scanned: Sophos PureMessage 5.4.6.353000, Antispam-Engine: 2.6.1.350677, Antispam-Data: 2008.11.12.224624
X-UBC-Relayed: Relayed through mail-relay.ubc.ca
X-PerlMx-Spam: Probability=8%, Report=HTML_NO_HTTP 0.1, BODY_SIZE_10000_PLUS 0, PDF_ATTACHED 0, PDF_ATTACHED_2 0, __BAT_BOUNDARY 0, __C230066_P3_2 0, __C230066_P5 0, __CT 0, __CTYPE_HAS_BOUNDARY 0, __CTYPE_MULTIPART 0, __FRAUD_419_INTRO 0, __FRAUD_419_SUBJ_A 0, __HAS_HTML 0, __HAS_LIST_HEADER 0, __HAS_LIST_UNSUBSCRIBE 0, __HAS_MSGID 0, __MIME_HTML 0, __MIME_VERSION 0, __PHISH_PHRASE5 0, __SANE_MSGID 0, __TAG_EXISTS_HTML 0
X-Spam-Level:
X-Spam-Flag: No

Please forward this email on to all your instructors. Attached are sample emails of what I will be sending the students starting on Monday.
-Jenny

Dear Colleague:

As you may know, starting this term student evaluations of all courses and instructors in the Faculty of Arts will be administered online. Please do not distribute the old Faculty of Arts paper forms.

Students will be directed by email to a survey site, which contains a link to the survey for each section (of five or more students) in which they are enrolled. There will be a link within the email and they will login to the site using their Campus Wide Login. Evaluations will be available for each instructor and each section, including for teaching assistants who lead tutorial sections.

The first e-mail notice to students will be sent November 17 at 8:30 a.m., and the survey will remain active until midnight on December 2. Periodic email reminders will be sent to students with uncompleted surveys but participation remains voluntary. As in the past, student responses are anonymous and cannot be connected to the student, and evaluation results will not be available to instructors until after final marks are submitted. Instructors will be notified via email that their results are available. There will be a link and directions in this email to guide them through the process. All email notifications will be sent from arts.evaluations@ubc.ca

Although it is no longer necessary to set aside time in class to distribute paper surveys, we do ask that you encourage your students to participate in the online evaluations. Experience in other units has shown that this is the most effective way to improve response rates.

In particular, please announce in your class that online evaluations for 2008W Term 1 courses will be open starting November 17 at 8:30 a.m. and also stress each of the following points:

- You use what students say in the evaluations to assess and improve your own teaching.
- Evaluations are also used to shape departmental curriculum, and to inform decisions about reappointment, tenure, promotion, and merit for faculty.
- Students should check their email account for an email with instructions on how to complete their online evaluation(s).
- Online evaluations are both confidential and anonymous. Instructors are not given access to results until after they have submitted their final grades.
- Students have from 8:30am on November 17 through midnight on December 2 to complete online evaluations.

At any stage in this process, please send questions and comments to arts.evaluations@ubc.ca. Student participation is essential. However, we also rely on instructors' participation to make that happen. Your questions and comments also will help build this system.

Thank you for your cooperation.

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Jenny Robulack
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Student Emails-Online CoursEvals.pdf	Content-Type: application/pdf Content-Encoding: base64
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Part 1.3	Content-Type: text/plain Content-Encoding: 7BIT
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