

**Subject:** Course Evaluations 2013W1 - Important Information for Instructors

**From:** Course Evaluation Team <arts.evaluations@ubc.ca>

**Date:** 08/11/2013 12:17 PM

**To:** <ewyly@interchange.ubc.ca>

## Course Evaluation Announcement

University of British Columbia

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Dear Colleagues:

The Faculty of Arts Teaching Evaluation Survey for your course(s) will be available online from November 17th at 1 AM until December 3rd at 11:59 PM. During this time students will receive an e-mail and periodic reminders directing them to the CourseEval website, <https://eval.olt.ubc.ca/arts>. You will be evaluated in the following courses:

Course Num - Sec	Course Name	Survey Close
GEOG 250/URST 200 - 101	GEOG 250 101/URST 200 101	12/03/2013
GEOG 350 - 101	Introduction to Urban Geography	12/03/2013

Please let us know immediately if you are not teaching the course(s) indicated above.

Research has shown that the most important determinant of student participation in online surveys is whether students believe their responses actually matter to their professors. The message that students receive from you is critical for the success of course evaluations. To that end, we ask that you announce in your class that online evaluations for your course are now available and that you stress each of the following points:

- You use what students say in the evaluations to assess and improve your own teaching. It would be especially valuable if you can give examples of ways in which you have improved your own courses in the past in response to student feedback.
- Students should check their email for instructions on how to complete their online evaluation(s). However, even if students do not receive an email, they can still access their course evaluations online by going to the survey site <https://eval.olt.ubc.ca/arts>.
- Online evaluations are anonymous. Moreover, course instructors and teaching assistants are not given access to results until after they have submitted their final grades.

As evaluations can be submitted at any time during the survey period, it is not necessary to provide time in class for the completion of the course evaluation. However, some instructors in Arts have elected to set aside class time for completion of the online surveys, and have encouraged students to bring laptops to class on that day or to visit terminals in the Faculty of Arts computer labs (on the first floor of Buchanan B). Arts ISIT can provide additional laptops for student use if instructors are providing time in class for students to complete the surveys. Please notify [arts.helpdesk@ubc.ca](mailto:arts.helpdesk@ubc.ca) as soon as possible to ensure equipment availability.

A feature on the CourseEval website (<https://eval.olt.ubc.ca/arts>) allows you to monitor the percentage of students who have completed their surveys in each of your courses (though you will not have access to the actual results until they are released). Responses are likely to accumulate gradually over time, with jumps in completion rates following the email reminders. However, direct requests from you are far more influential in

eliciting student participation.

For your information, the Senate Policy on Student Evaluation of Teaching and related reports can be found at (<http://vpacademic.ubc.ca>)

At any stage in this process, please send questions and comments to [arts.evaluations@ubc.ca](mailto:arts.evaluations@ubc.ca). Student participation is essential. However, we rely on instructors' participation to make that happen. Your questions and comments also will help improve and develop the evaluation system.

Thank you for your cooperation.

Sincerely,

Leah Macfadyen  
Program Director, Evaluation & Learning Analytics  
Arts ISIT

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**Support email:** [arts.evaluations@ubc.ca](mailto:arts.evaluations@ubc.ca)

**Link to Site:** <https://eval.olt.ubc.ca/etw/ets/et.asp?nxappid=BC2&nxmid=start&s=16>

Access via mobile device or computer

University of British Columbia Course Evaluations powered by CoursEval