

From: Teresa Dawson, LTC Director

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Cc: ces-admin@lists.uvic.ca; Teresa Dawson; Sarah Blackstone; ceshelp; Carolyn Boss, LTC Program Coordinator and Assistant to the Director

Subject: Final Call for Banner Updates prior to running CES for this Spring 2015 Term

Importance: High

Dear all,

As requested by the Senate Committee on Learning and Teaching, we have reviewed the qualitative questions at the end of CES form to ensure that they completely replicate the questions found on the CES prior to going online. We hope this adjustment will address the concerns expressed about negative responses and allow for faculties, departments, and instructors to continue to improve the quality of their courses.

At this time we also request that all faculties and departments make sure their respective course information is correct in Banner. We are hoping to avoid some of the issues of last semester where incorrect course information in Banner led to inconsistencies and problems in generating CES reports accurately. Information must be correct in Banner for the CES to produce accurate reports. Please make sure that your academic unit has completely accurate information in Banner (e.g. correct instructor names for courses, correct start and end dates, multiple labs associated with a large course having separate CRNs from the main lecture, etc.) by noon on March 13th. At that time, we will be requesting a new download of all Banner information prior to opening the CES for the majority of courses for this term. This is a firm deadline please and we cannot change information after that date.

We thank you for your patience and welcome your continued feedback on how we can better improve the CES. Please do not hesitate to contact the LTC Systems Support Coordinator, Shawn Curé, at ceshelp@uvic.ca, if you have questions or concerns.

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