



University  
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**MEMO**

Date: April 7, 2014

To: Deans, Chairs and Directors

From: Dr. Reeta Tremblay, Vice-President Academic and Provost

Re: **Implementation of Integrated and Online Course Experience Survey Process**

In the March 2013, I provided an update to Senate on the implementation of a robust, sustainable and secure platform that would support CES collection and longitudinal analysis, with the understanding that this would be achieved through an integrated online collection format. Feedback from members of Senate, as well as from members of the Senate Committee on Learning and Teaching and others, informed decisions made about implementation of the new system.

At this point, I would like to inform the university community that the new system of CES administration and processing, via an online platform, will begin in Summer (May) of 2014.

I wish to emphasise that, according to the peer institutions we have consulted, it is the course instructors that play the greatest role in keeping response rates high in the move to online data collection of this kind (always the aspect that concerns everyone the most). I am therefore asking all our instructors to help with communicating the importance of CES participation to students. I see this as an opportunity for all of us to talk about the importance of giving and receiving constructive feedback as part of university citizenship.

The CES Faculty Advisory Committee has developed a website with suggestions for instructors to follow including <http://www.ltc.uvic.ca/initiatives/CES.php>:

- emphasise to students how important their responses are to you and to future students taking the course; completing the CES is seen as part of university citizenship and participation
- put a statement on your syllabus/class outline explaining the role and importance of the CES and how it will be accessed (there is a suggested one on the site)
- remind students on more than one occasion, particularly near the end of term, to complete the CES
- make time in class and suggest students bring mobile devices etc (and remind them the class before) so that students can complete the forms in class time

Thank you for your support and engagement as we transition to the new CES survey process.

Sincerely,

Reeta Tremblay PhD  
Vice President Academic and Provost