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## **MEMORANDUM**

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**DATE:** February 25, 2008

**TO:** Members of the University Community

**FROM:** James P. Anglin, PhD  
Chair, Course Experience Survey Implementation Task Group  
and Acting Director, Learning and Teaching Centre

**SUBJECT: Course Experience Survey Implementation Update**

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Since the pilot implementation of the Course Experience Survey (CES) in 2006, extensive discussion and review has been undertaken to ensure that the instrument will adequately serve both formative and summative evaluation purposes. Over the course of 2007, the CES Implementation Task Group made a number of modifications to clarify the questions, to strengthen the instrument's usefulness for summative purposes, and to shorten its length. As well, a review of the technological aspects of electronic implementation, data analysis and the production of timely and useful reports has also been undertaken in order to ensure that support for the implementation process will be in place. A sample copy of the final form is available on the Learning and Teaching Centre's website at [www.ltc.uvic.ca](http://www.ltc.uvic.ca). The sample form is intended for information only, as academic units participating in each phase will need to consider what additional questions, if any, they may wish to add for items #21 to #25. The Learning and Teaching Centre will be posting CES information on its website over the coming months as implementation progresses so the University community can access the latest information.

This spring, the first phase of formal implementation will begin. A number of academic units have agreed to participate this term, with additional units taking part over the summer term when updated technology and software will be in place. Fall 2008 and Spring 2009 will see the instrument being used by increasing numbers of academic departments culminating in university-wide use of the CES by the end of the 2008/09 academic year.

I want to acknowledge and thank the Learning and Teaching Centre for its initial development work, the members of the Course Experience Survey Implementation Task Group, and the staff in Computing and Systems Services, Institutional Planning and Analysis, and Distance Education Services in Continuing Studies for their dedicated and continued work on this important initiative.