

EMAIL

To: Chairs and Academic Directors
From: Professor Karen L. McCrindle, Associate Dean Teaching & Learning and Director CTL
Date: 3 April 2020
Re: **UTSC Opt Outs for Course Evaluations**

Dear colleagues,

The information below was sent to CTL from the Course Evaluation team at CTSI, on behalf of the Vice-Provost Innovations in Undergraduate Education. We'd appreciate it if you'd forward it to instructors who were teaching in your units during the Winter semester.

Many thanks,
Karen

Karen L. McCrindle, Ph.D.

Associate Dean, Teaching and Learning / Director, Centre for Teaching and Learning

Subject: UTSC Opt Outs for Course Evaluations

We're reaching out to you on behalf of the VPIUE about opt outs for the Winter 2020 term. In light of the pandemic, the VPIUE would like instructors to be given an extension on **opting out of sharing their course evaluation data**, until **April 15th**. Note that this is not to be confused with instructors opting out of evaluation.

As a reminder about typical process, the CE system sends an e-mail to UTSC instructors during their relevant item selection periods, which includes opt out instructions (see bottom of this e-mail for the text and link). Note that the opt out invitation is only valid for the current term; instructors wishing to opt out must do so each time a course is offered. The issue at hand is that UTSC's item selection periods have closed, which means the CE system cannot send an additional e-mail to instructors about this extension. Further, since UTSC hosts its own opt out website, we do not have access to the list of instructors who have already opted out and who would reasonably be excluded from the notice of extension.

The best approach is for UTSC to send a communication to departments regarding instructors who have not already opted out, notifying them of the extension. Below is supplementary information that should help you in your communications with instructors.

Supplementary Information:

Opt out language that typically appears in the item selection e-mail to instructors:

Opting Out

Please note: The University of Toronto provides the executive summary of the evaluation of each course to students, unless the instructor explicitly opts out of sharing these evaluations with them. The executive summary includes only the mean and standard deviation values for the UofT, UTSC, and departmental questions. Instructor-selected questions and the qualitative comments students make will not be shared.

[If you wish to opt out of sharing your course evaluations, click here.](#)

Please note that if instructors choose not to log in, it is automatically assumed that they wish to share their data. Instructors have until the end of the instructor item selection period to opt-out of sharing their data.

Language from the Academic Continuity Working Group:

Extension of Course Evaluation Opt-Outs – For course evaluations that are run on the Blue system (i.e., the CTSI run system), we will be extending the opt-out period for course evaluations. This only applies to divisions where the opt-out is run by CTSI and the original opt-out period was happening on March 16 (i.e., the opt-out period was in a period of significant churn). This would allow instructors to opt-out of sharing course evaluation information with students. It does not allow instructors to opt-out of running the course evaluation and sharing the corresponding results with the Chair.