Guidelines for administration of SET

1.0 Background

Faculty members have expressed some concerns about the usefulness of the current faculty and course evaluation forms, which differ by entity, and the time of administering those forms to our students. Faculty have also suggested administering this form online. Based on this feedback, the review of literature, and examples of good practice (UofT; UofW; RRC; USRI) on student evaluation of teaching (SET) an adapted AKU SET tool after approval from the Academic Council was piloted with students. Students and entities found the SET tool useful as it allows providing feedback about effectiveness of both course and the Instructor. The 20-question SET tool is student centred using the seven Principles of Good Practice in Teaching by Chickering and Gamson (AAHE Bulleting, 1987, Vol.39, No.7, pp.3-7). The items in the SET are standardized across the University for uniformity in the analysis and reporting. Several entities have requested to reuse the SET form after piloting. Students will fill the SET form online.

2.0 Scope of SET survey

2.1 The student evaluation of teaching (SET) survey is applicable to all credited courses and programmes of the Aga Khan University.

2.2 At the end of each semester students will evaluate the courses and instructors about effectiveness of the course and enhancing student learning experience at the Aga Khan University.

2.3 Whilst the SET tool should be administered at the end of the course, before summative assessments, entities and faculty are encouraged to use the relevant items on the tool mid-way through the course in order to help faculty improve their teaching and be responsive to students needs across the semester.

2.4 The SET is administered for all courses offered at the entity level in a semester.

3.0 Administering the SET survey

3.1 The SET survey will be administered 'online' across AKU at the end of each semester.

3.2 A secure weblink with access password and/or URL will be shared at the end of the semester through email with students for completing the SET survey for course(s) and Instructor(s).

3.3 Students evaluate course(s) and Instructor(s) only for courses in which they are enrolled.

4.0 Students responsibility & for information

4.1 Students participation in the SET survey is voluntary and their responses remain anonymous and confidential.

4.2 Registered full-time and part-time students will participate in evaluation for the enrolled courses of all FT and PT teaching faculty. Visiting students will 'not' participate in the survey evaluation.

4.3 The SET results will be automated and sent directly to an external data management service http://www.survey.bris.ac.uk/. A unique course identifier is associated with the submitted survey, but student specific information such as ID is not tracked in the final data. This data management service will process and return the analysed data to AKU (Director, SE) without identifying any individual student.

4.4 The SET summary reports of course and the Instructor are shared,with respective faculty members after final grades are submitted to the Registrar, by the Director, Student Experience network.

5.0 Use of SET surveys

5.1 The SET is used for both quality assurance and quality improvement of courses and teaching.

5.2 The SET is used to provide students with feedback on the results of the survey and where applicable how it will inform teaching.

5.3 The SET should not be used in a punitive way but rather to support the enhancement of courses and teaching improvement.

5.4 The survey may be used for course planning discussion at the entity level and as evidence for internal and external review of programmes.

6.0 Analysis and Access of SET Report

6.1 Director, Student Experience network shares SET summary analysis reports with the Dean / Director of an entity and the Programme Head once final grades have been submitted to the Registrar.

6.2 The summary analysis report includes overall the number of students who participated in the survey, frequencies, means, and percentages of each item of SET evaluated by students. There will also be a summary of qualitative responses.

6.3 The Dean / Director of entity, Provost/Vice Provost shall have access to summary of course evaluations and instructor evaluation by students.

6.4 The networks of quality assurance and teaching and learning will not have access to the response data of a course or the Instructor, unless shared by the instructor themselves or as part of the data informing a cyclical review.

6.5 Instructor(s) will have access to their course evaluation.

6.6 The Dean / Director /Academic Head shares students' evaluation and feedback with the respective Instructor(s) only.

6.7 Individual student response raw data will 'not' be accessible and shared with anyone at the University.

References

1. Moran, G. & Khamis, T. (2014). *Memo University-wide Student Evaluation of Teaching (SET) Pilot Form.* Office of the Provost and Network of Teaching & Learning.
2. Programme evaluation, Faculty of Medicine, University of Manitoba, Canada. Available at: http://umanitoba.ca/faculties/medicine/education/undergraduate/media/Program_Evaluation.pdf [Accessed on January 9, 2015]
3. Procedure, Student Surveys and Evaluation, Australian National University, Australia. Available at: https://policies.anu.edu.au/ppl/document/ANUP_004602 [Accessed on January 9, 2015]
4. Student Experience of Learning and Teaching (SELT) policy, University of Adelaide, Australia. Available at: http://www.adelaide.edu.au/policies/101/ [Accessed on January 9, 2015]
5. Student Evaluation of Teaching Policy, York University, Canada. Available at: http://secretariat-policies.info.yorku.ca/policies/student-evaluation-of-teaching-policy/ [Accessed on January 9, 2015]
6. Gravestock, P. & Gregor-Greeleaf, E. (2008). Student Course Evaluations: Research, Models and Trends. Higher Education Quality Council of Ontario, Canada.

History

- TK/FN had a meeting with Chris Handley, Chief Information Officer, Laila Akbarali, Director, Student Experiences, Azra Naseem, Assistant Director, Blended Learning team, Mindy Gordon, Project specialist and QAI_team members to discuss the creation of online SET tool[internal & external] for analysis of SET data [December 10, 2014].

- FN meeting with Sahreen Chauhan, Senior Research Coordinator, BDL team for exploration of alternative tools [December 19, 2014].
- SET demo account is created online to pilot the tool [January 7, 2015], piloted with dummy data by both FN and TK.
- Shared SET implementation guidelines and feedback incorporated of Jane Rarieya, Assistant Director, Teaching & Learning network [January 22, 2015]
- Meeting with Director, Student Experience Laila Akbarali to discuss the administration and implementation processes of online SET tool with students. [January 23, 2015].
- Academic Council approved the guidelines for administration of SET on March 5, 2015
- Approved at Academic Council that the SET evaluation forms can go directly to the concerned faculty members on May 26, 2016

FLOW CHART OF IMPLEMENTATION