

Aga Khan University
Online Student Evaluation of Teaching (SET)

Tips on improving response rate:

- To get maximum participation in the survey, Dean/Director/Academic Head makes provision of computer accessibility and allocate time of approximately half an hour...for students to fill the SET". (*Point 7.0 step by step process for administration of SET approved by Academic Council*).
- After launch of surveys email, a brief email from Programme/Registrar's Office to students along with Provost's memo requesting them to take part in providing the feedback.
- Announcing the online evaluation in class and spending a few minutes discussing with the students that their feedback is valued and acted upon. According to a research study, students responded more when they believed their feedback would be considered in decision making of courses and instructors. (University of Saskatchewan)
- Contacting and reminding Class Representatives to motivate students to participate.
- Before the closing of surveys, separate emails from Programme Coordinators to students emphasizing the importance of evaluations and stressing on feedback's anonymity.
- Entities to have a constant coordination with QAI_net in sharing the status of response rate and reinforcing students accordingly.
- Share with students what has been done and actions taken or planned to with respect to feedback for improve teaching and learning.