UNIVERSITY OF GLASGOW

EvaSys Course Evaluation Advisory Board

Remit and Membership 2014-15

Catherine H Omand, Senate Office

January 2015

Background:

During Session 2012-13, the University piloted EvaSys course evaluation software. Following, the Learning and Teaching Committee (LTC) established the EvaSys Working Group to evaluate the benefits of the software. It concluded that the University should purchase the software and that it be rolled out to Schools on a voluntary basis. It also recommended that further consideration of institutional policy on course evaluation was required. These recommendations were endorsed by the Education Policy and Strategy Committee (EdPSC) on 17 June 2013.

Consequently, the Course Feedback Questionnaires Working Group was established during Session 2013-14. It recommended processes for gathering student feedback via questionnaires using EvaSys, covering means of collating feedback data, presentation, responding and communicating data. [It also recommended the use of alternative complementary feedback methods.]

The report was endorsed by Education Policy and Strategy Committee on 12 June 2014 and approved by Senate on 2 October 2014. The policy was implemented on a voluntary basis for Session 2014-15.

Role:

It is the role of the Advisory Board to oversee the roll out and development of EvaSys course evaluation software reporting to the Learning and Teaching Committee and the Director of IT Services as necessary.

Remit:

The Advisory Board has responsibility for the following:

   i)   Oversee EvaSys implementation, updating and revising guidance as appropriate.

   ii) Advise on processes for the distribution of core course information across the University to ensure consistency of comparative data across Schools, Colleges and academic sessions.

   iii) Identification and dissemination of good practice.

   iv) Identification of appropriate training and support.

   v)   Review of EvaSys system administration and configuration to allow for institutional management.

   vi) Identify policy for retention of data.

vii) Explore provision of course data for EvaSys from other University systems such as My Campus, EDRMS and PIP.

viii) Review future potential developments and necessary IT support requirements, prioritising future projects.

Membership:

Dr Helen Purchase (Convener)

Deans (Learning and Teaching) to nominate College representation (1 administrator and 1 academic per College)

Senior ITS representation

Representative from Senate Office: Catherine Omand

SRC representation

Members will be initially appointed for a 2-year period, following appointments will be staggered to ensure continuity

Clerk:

A member of the Senate Office

Frequency of meetings:

Initially two or three a year then on a more *ad hoc* basis.