



STUDENT FEEDBACK SURVEY

What is the Student Feedback Pilot?

This pilot aims to develop a module level student feedback survey that will help UCC meet its statutory requirements of implementing a systematic feedback process while enhancing the overall learning and teaching experience for students and staff.

Why are we doing the Student Feedback Pilot?

UCC has a statutory requirement to implementing a systematic process of capturing student feedback. Since the closure of the SysEval survey in 2016, UCC hasn't had the requisite process in place, something which has been highlighted in previous institutional reviews of UCC.

Who is included in the Pilot?

The Pilot includes all students registered in undergraduate or postgraduate taught modules being delivered by the Colleges of Business & Law and Medicine & Health. These have been selected after expressing interest in being involved at consultative fora where the development of the Pilot approach was presented to representatives from across all Colleges.

What is the Survey Format?

The survey consists of a core seven section survey that is being delivered via the surveying platform Qualtrics and will be directly integrated on Canvas. Students will be able to access the survey link under the *Module Surveys* section of Canvas. The survey consists of both quantitative and qualitative components and all responses will be anonymous.

How was the survey developed?

The survey questions were developed as part of a project funded through the Strategic Alignment of Teaching and Learning Enhancement (SATLE) grant¹. This entailed a comprehensive stakeholder engagement activity with UCC staff and students as well as a desk-based review of current national and international best practice to inform the structure and questions used in the survey. Feedback was then captured across the

¹ <https://www.teachingandlearning.ie/project/extending-and-enhancing-student-feedback-approaches/>

university via consultative fora including UCC's Academic Board, Academic Council, AC Learning & Teaching, College Learning & Teaching Committees and the Quality Enhancement Committee.

The finalised survey was then tested in a small pilot in Academic Year 2022/23 in 13 modules who volunteered across the four Colleges. The performance and effectiveness of this pilot underwent an independent user-focussed (staff and students) evaluation which guided the approach being undertaken for this much larger pilot.

Who will receive the survey data?

All submitted survey data will be anonymous and will be shared with the respective Module Co-ordinator(s) only. This will be based on those who are listed in these respective roles as per CIM Modules and Programmes. Subsequently aggregated, quantitative data will be shared with Programme Directors (as per those allocated in this role in CIM Modules/Programmes), Heads of School, Department and College but not any free text comments. Aggregated data will be shared with the *Lead* School and College as noted on CIM Modules and Programmes.

The anonymous survey data will be shared with the Module Co-ordinator(s) which is assigned to a given module on CIM Modules. This will include all qualitative comment data.

Aggregated data, excluding qualitative comment data, will be then shared with Programme Directors, Heads of School, Department and College based on the respective Programme Director who is assigned on CIM Programmes and the respective School or College assigned as *Lead* on CIM Modules and CIM Programmes.

Who manages the data and how long will it be stored?

Raw data will only be managed by the Survey Team Co-ordinator for the sole purpose of survey co-ordination and delivery.

Survey data will be stored on Qualtrics and accessible by the Survey Team Co-Ordinator via secure login. It will be stored for a period of four years before being deleted.

When will the survey run?

The survey will open on the 24th of February 2025 and will close on the 11th of April 2025.

How will the results be shared?

Results will be shared via email which will contain a link to a Qualtrics Dashboard report.

What happens once the survey is completed?

Once the survey period is closed the following actions will be taken:

1. Results shared with respective Module Co-ordinators and Programme Directors
2. Aggregated results shared with respective Heads of School, Department and College
3. Aggregated dashboard of results shared with students to help begin the process of closing the feedback loop
4. ainform campus-wide survey release
5. Presentation of survey and evaluation results at appropriate consultative fora and on survey Sharepoint page.