

institutional analysis

teaching surveys - explanatory note

How to Undertake a Survey of Student Opinion of Teaching (SSOT) 2005/2006

Contact: Maura McGinn Ext 6103
Institutional Research and Analysis Officer

Introduction:

The Survey of Student Opinion of Teaching (SSOT) is a teaching support tool intended to be applied by individual lecturers to their class groups in the latter part of each semester, though it can be administered at any time chosen by the lecturer. It is recommended that, in general, surveys should be administered after the sixth week and before the eleventh week of the semester. All questions in the surveys are at the lecturer's discretion.

Schools or groups of lecturers may choose to have a shared set of agreed questions if they wish. This is of particular value when undertaking a Quality review.

Background:

Questions are selected according to the particular interests or concerns of the lecturer or school administering the survey. A question bank has been developed and Questions are laid out in 18 sections as follows:

Core Questions: There are five core questions to be asked in every survey

Section A to Q are closed answered questions where responses will be scored on a five point Likert Scale (from Strongly Agree to Strongly Disagree). Any fifteen questions should be chosen from these sections (see attached list).

Section R are open answered questions. You can select up to three of these questions.

Some questions appear to be repetitious, it should be borne in mind that phrasing can be critical in survey implementation and so the questions in this bank are open to rephrasing to cater to specific situations. Some questions are phrased in a number of different ways in the following list to highlight this.

While some of the following questions may appear to be irrelevant to programmes or modules delivered by your Faculty/School, they are appropriate to others. If specific questions relevant to your Faculty/School have been omitted, please let me know and I will be glad to add them to the question bank for future reference. The following list is a menu and is not intended to be applied in its entirety.

Some issues listed in the following questions are not strictly teaching issues. Lecturers may be concerned about issues relevant, but not directly related, to their teaching and it is appropriate that this tool, which is designed to quickly provide feedback on matters of concern, be used to investigate such issues. The questionnaires can be tailored to deal with specific situations, if you need support in choosing questions with a specific purpose in mind, please don't hesitate to e-mail at maura.mcginn@dcu.ie or to call me on 6103.

Adding New Questions:

If specific questions relevant to your Faculty/School have been omitted, send the question wording and how it is to be answered (eg on the scale Strongly Agreed to Strongly Disagree or Open ended) with your list of selected Questions.

Access to Data:

Questionnaires are issued by each Lecturer for a particular module. All respondents are anonymous as no student number or identification is collected.

The data captured from the survey and the analysis at the lecturer/module level is only made available to that Lecturer. Results are not issued to any other member of staff.

In the case where the SSOT is carried out for Quality Review purposes, School level summary statistics will be provided to the School's Quality Committee. No individual level data will be issued to the Quality Committee.

Results for individual modules will be sent only to the lecturer concerned.

Directions for Paper Questionnaire:

The Survey of Student Opinion of Teaching is to be applied by individual lecturers to their class groups in the latter part of each semester.

Procedure:

1. Select up to 15 elective questions plus open questions if required.
2. Send your list of questions (in the format A5, B7, C12 etc.) preferably via e-mail to maura.mcginn@dcu.ie

Please include:

- Date of survey,
- Class group/module

1. If you wish to discuss the design and content of the form please contact Maura McGinn (6103).
2. Questionnaires will be prepared and sent on to you via e-mail (along with a data entry frame) as soon as possible but please allow at least a week for production.
3. You should print the necessary copies for your module and administer to the students in class.
4. When you have collected completed forms from among your students, you will have to arrange for the data to be captured. The data should be entered in the data entry frame received. For assistance with this please contact Maura McGinn (6103).
5. A report on Student responses will be returned via e-mail as soon as possible but again please allow at least a week for production.

Directions for Web Based Questionnaire:

The Survey of Student Opinion of Teaching is to be applied by individual lecturers to their class groups in the latter part of each semester.

Procedure:

1. Select up to 15 elective questions plus open questions if required.
2. Send your list of questions (in the format A5, B7, C12 etc.) preferably via e-mail to maura.mcginn@dcu.ie

Please include:

- *DATE OF SURVEY,*
- *CLASS GROUP/MODULE*

1. If you wish to discuss the design and content of the form please contact Maura McGinn (6103).
2. A web based Questionnaire will be prepared and a link sent on to you via e-mail as soon as possible for your approval but please allow at least a week for production.

3. Once approved the Questionnaire will be posted to the Students Portal Page. It will be up to you to inform your students of the presence of the Questionnaire and encourage them to fill the questionnaire in.
4. The questionnaire will be present on the students Portal Page for one/two weeks and an e-mail reminder should be sent half way through with a link to the questionnaire included.
5. A report on Student responses will be returned via e-mail as soon as possible but again please allow at least a week for production.