



Staff brief: Your Unit Survey

Background

From November 2018, the University will be adopting a revised approach to the design and delivery of unit evaluations through an online system called EvaSys. The evaluation students will complete is called 'Your Unit Survey'.

What is it?

EvaSys is the leading suite for unit evaluations in the UK and is used widely across the sector. It will allow much of the unit evaluation process to be automated and will streamline how Solent collects and responds to student feedback.

Why?

The adoption of EvaSys is designed to inform the enhancement of learning and teaching across the University, and therefore contribute to the delivery of an outstanding student and learning experience. Through engaging staff and students in the evaluation and reporting process, EvaSys will stimulate meaningful dialogue around pedagogic practice and the student experience.

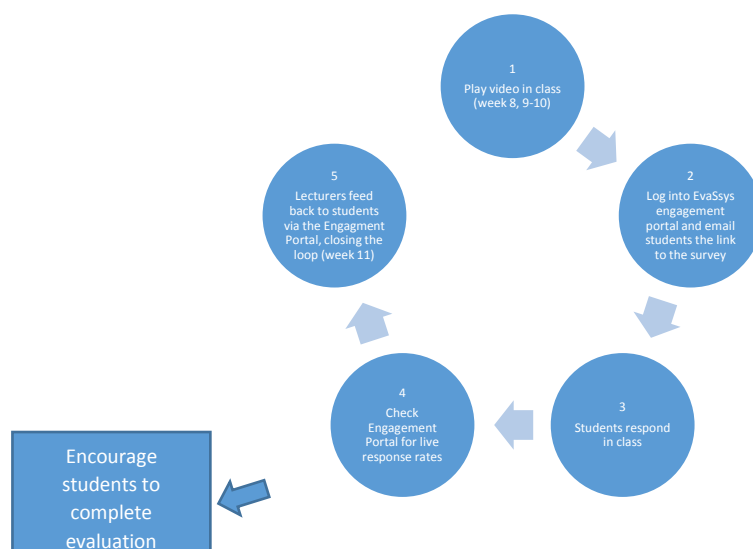
When will it happen?

For semester one, surveys will run in weeks 8, 9 and 10 of teaching. Results and unit leader feedback will be available to students once the desirable response rate target is met (minimum 50%), or in week 11.

The unit survey window for units with start dates in September and end dates before the end of January will open on Monday 12 November 2018 and close on Sunday 2 December 2018.

Units which fall outside of these dates for semester one will have the capability to run the survey at a different time.

How EvaSys promotion works at a glance



What do you need to do as an academic

We are relying on you to actively encourage students to complete their surveys emphasising why they should take the time to respond. Students who feel their views are valued are more likely to take the time to complete their surveys. Emphasise the survey is anonymous and that no one can be identified from the results.

Please reiterate that you need to know what they think so that you can address issues and keep doing what is valued. It is the students' opportunity to say what works and what they feel needs to be improved in their units.

The more students who complete the survey, the more representative the results.

Research suggests that higher response rates often captures the positive responses of students who might not otherwise participate.

Closing the student feedback loop

A key benefit of EvaSys lies in the system's ability to generate instant reports for Unit Leaders as the survey window closes. In an effort to close the student feedback loop, Unit Leaders will need to generate and distribute student-facing unit reflection through the EvaSys Engagement Portal, which should be completed before the end of week 11.

We will be producing and circulating a short training video for all academic staff with step by step instructions on how to use the functions in EvaSys and respond to student feedback.

How to promote to students

Based on current sector practice, unit evaluations are most effectively conducted when students are encouraged to complete them in class and research shows a personal invitation to participate works best and results in higher response rates.

Therefore, all unit leaders must schedule in class time in weeks 8, 9 or 10 of teaching and promote the short survey to students. Through the EvaSys Engagement Portal, Unit Leaders will have the function to email all students a link to the survey so they can complete it in class time.

Students can also access the survey through Solent's student Portal, Solent online learning and will be sent several email reminders if they have not completed their surveys before the period closes.

We will be producing a short promotional video which can be played in class to students which explains why we are asking for their feedback, how to complete the survey and how their feedback will be used to improve the student experience.

The Survey, results and response rate targets

The survey will consist of eighteen short questions to explore the student experience of the unit. Students may also leave two free text comments to avoid restricting their input and to allow meaningful feedback.

Unit evaluation is a key strategic priority for the university, response rates must increase for the survey to be representative. This will only be done if academic staff encourage students to take part and use the feedback in such a way that directly impacts their practice and improves the student experience. This year the target for all unit leaders is minimum 50% response rate, which will be monitored by the school management team and the Vice Chancellor's Group.

Relevant action points, response rates and examples of effective practice will be included in Annual Monitoring and will be used to support professional development and the sharing of best practice throughout the University.

If you have any questions regarding Your Unit Survey, please contact slti@solent.ac.uk

Osama Khan, Pro Vice Chancellor, students and teaching