

PROTOCOL-1: GROUPED STUDENT EVALUATION OF TEACHING

1.0 Introduction

This protocol is intended for lecturers who voluntarily wish to gain a greater understanding of their teaching methods, how their students perceive them and how to improve their teaching techniques. The evaluation involves the collection of feedback from small groups of students. This is carried out by an independent facilitator, who collates the student responses and prepares a confidential report on the overall findings for the lecturer.

2.0 Preparation for the Assessment

2.1 Preparation involves a short, private consultation meeting between the facilitator and the lecturer. The following areas are discussed

- The objective of the student evaluation system.
- Any concerns or challenges that exist.
- Any specific outcomes that lecturer would like to achieve as a result of the assessment.

2.2 The Facilitator will explain the protocol.

2.3 It is made clear to the lecturer that the assessment is

- Voluntary for the Lecturer
- Confidential for the students –the feedback is by small groups not individuals and no names are made available to the lecturer. The lecturer is not present during the assessment.
- Confidential for the lecturer – the results are not shared with department head, quality department or the students. The Facilitator and Lecturer sign a confidentiality agreement, which indicates that the feedback report is confidential and remains the property of the lecturer.

2.4 A number of logistic issues are noted,

- Date of assessment
- Time of assessment
- Assessment location
- Program and year of students
- Subject
- Lecturer name
- Number of students
- Any other relevant issues

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The lecturer is asked to prepare the students for the assessment by telling them in advance of the assessment date and at which point in the class (start or end of class) the assessment will occur. The more the lecturer stresses the importance of the exercise to them, the more seriously students will take the process.

3.0 The Assessment

- 3.1 At the agreed time, the lecturer introduces the facilitator and briefly explain that this is a voluntary programme, designed to give the lecturer the opportunity to gain greater understanding of their teaching methods with a view to improving their teaching techniques. The lecturer then turns the class over to the facilitator and leaves the room.
- 3.2 The facilitator outlines the purpose of the evaluation and explains the process, while emphasizing that it is:
 - Voluntary at the request of the lecturer, who wishes to gain insight into how the course is going for them and what to identify meaningful changes they could adopt to improve their method of teaching.
 - Confidential for the students.
- 3.3 The facilitator outlines to the students that it is important to be clear and concise, specific and honest.
- 3.4 The class is divided into groups of _____. Each group chooses a “recorder”. The “recorder” notes the size of the group at the top of a blank page.
- 3.5 The students are asked to discuss each of the following three questions and record the group’s opinions that have achieved majority consensus on the page(s).
 - Q1: What do you like most about this course and the lecturer’s teaching of it?
 - Q2: What about this course and the lecturer’s teaching of it needs change or improvement?
 - Q3: What suggestions can you offer that would help make this course a more valuable learning experience for you?
- 3.6 Four to five minutes are made available per question. The facilitator keeps track of the time and encourages the groups move from one item to the

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next. There are a few minutes at the end during which groups are instructed to go back over each question and to highlight the top 2-3 items in each of the three categories.

- 3.7 All feedback is collected and the students are thanked.
- 3.8 The lecturer then returns and acknowledges the assessment, or does so at the beginning of the next class if the assessment is held at the end of a class.

4.0 The Feedback Report

- 4.1 The feedback report is a collection of all the student feedback responses along with a cover sheet giving a summary of the feedback. Follow up is at the discretion of the lecturer who may wish to avail of the services offered by Centre for Excellence in Learning and Teaching (CELT).
- 4.2 All volunteers are welcome to request a further assessment study to evaluate the effectiveness of any corrective actions taken

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Confidentiality Agreement
Between

Lecturer (Print name above)

And

MARILLA KEATING – INDEPENDENT FACILITATOR

The content of the report, generated by conducting the student evaluation of teaching as described by this protocol, is confidential and remains the property of the lecturer named above. No information verbal or written may be shared by the facilitator with any parties external to this contract.

Signed by

Lecturer

Marilla Keating, Facilitator

Date