

EVALUATION of MODULES

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Description: Revision
Issued by: Quality Co-ordinator
Approved by: Quality Co-ordinator

1. **Subject** Evaluation of Modules
2. **Purpose** To specify the various evaluative processes used by the Institute to measure performance aimed towards the provision, maintenance and continued improvement of the Institute quality assurance system.
3. **Scope** All parts of the Academic process and the Institute's quality assurance system
4. **References** Quality Assurance Guidelines and Criteria for Provider Access to Initial Validation of Programmes for Higher Education and Training Leading to QQI Awards, [2013]
HET Core Validation Policy and Criteria [2013].
Quality Manual, section 4.7
Procedures Manual ref:
OP/403.01 Contract Review
AP/407.02 Management of Modules
MS/409.01 Corrective and Preventive Action
SA/410.01 Control of Academic Quality Assurance Records
5. **Documentation**
 - 5.1 Student Evaluation of Module: ref: AP/407.08 – 7.2.1
 - 5.2 Student Evaluation of Education Quality ref: AP/407.08 – 7.2.6
 - 5.3 Associate Lecturers Evaluation of Module' ref: AP/407.08 – 7.3.1
 - 5.4 Corrective Action Request Form: ref: AP/407.08 – 7.4.3
6. **Definitions** Nil
7. **PROCEDURES**
 - 7.1 **Responsibility**
 - 7.1.1 The module manager [Associate Lecturer] shall be responsible for the implementation of this procedure.
 - 7.1.2 Modules shall be evaluated by the Students and the Associate Lecturers.
 - 7.2 **Learner Appraisal of Modules**
 - 7.2.1 A formal learner appraisal of subjects / modules shall be undertaken towards the end of the delivery of each module using the appraisal questionnaire: Student Evaluation of Modules, see attachment 5.1
 - 7.2.2 Questionnaire shall be designed to elicit the learners' views on:
 - a) effectiveness of communication
 - b) the organisation and content of the module
 - c) presentation of module
 - d) academic support
 - e) learning resources
 - f) general evaluation and suggestions.
 - 7.2.3 It is an Institute policy that learners are given the opportunity to complete the evaluation form anonymously.

7.2.4 The module manager shall summarise the student evaluations and shall present the summary of responses for consideration at the programme committee.

7.2.5 In addition, the Institute module managers shall be encouraged to employ a wide range of assessment instruments and techniques designed to improve teaching and learning, such as:

- Assignments
- Discussion groups
- Questionnaires
- Peer and self-assessment of work against assessment criteria
- Multiple-choice questionnaires
- The 'Three Questions' technique
- Synergogy: Clarifying Attitudes Design;

7.2.6 Assessment shall also be carried out using validated published, international questionnaires such as The Students' Evaluation of Education Quality [SEEQ]; [see attachment 5.2]

7.2.7 The module manager's summary of the Learner Survey is a critical element in the ongoing monitoring of programmes. The Programme Committees Annual Monitoring Report shall reflect important issues raised via learners' appraisal of subjects / modules where actions taken and planned should be identified.

7.2.8 Copies of all appraisals shall be filed by the Administrator in the file held for each specific module.

7.2.9 The above files are part of the quality records system and shall be made available for inspection by the internal and external auditor teams.

7.3 Associate Lecturers Evaluation of Module

7.3.1 On completion of the module the Module Manager/Associate Lecturers shall complete a questionnaire: 'Associate Lecturers Evaluation of Module' (see attachment 5.3).

7.3.2 The purpose of this survey is to obtain the views of the Associate Lecturers on the operation of the module.

7.3.3 The lecturer is required to assign a rating to a range of issues relating to management / running of the module.

7.3.4 Section 4 of this form shall be completed with the aid of the contents of the Student Evaluation forms

7.3.5 The Associate Lecturers shall forward the above evaluation reports to the Dir. Academic Admin. for processing.

7.4 Processing of academic quality assurance records:

7.4.1 The Dir. Academic Admin. shall be responsible for the processing of all academic quality assurance records.

7.4.2 When scheduling Programme Committee meetings, the Dir. Academic Admin. shall ensure that time on the Agenda has been allocated for discussion and consideration of the evaluations generated at modules. see procedure ref: AP/407.03 – *The Programme Committee*.

7.4.3 In the event of issues arising from the above mentioned evaluations the matter[s] shall be investigated as a Corrective Action[s], procedure ref: MS/409.01 – *Corrective and Preventative Actions*. See also attachment 5.3.

7.5 Management of academic quality assurance records

7.5.1 All records generated through the Monitoring of Academic Quality Support Systems shall be regarded as quality assurance records and shall be filed by the Administrator in the appropriate filing cabinets which have been set aside for the purpose of storing all such documentation. They shall be managed in accordance with procedures ref: SA/410.01. *Control of Academic Quality Assurance Records*

7.5.2 The information generated from the evaluation of modules shall held in the strictest confidence and shall not be disclosed outside the Institute except in the instance of requiring inspection by an Audit Team from QQI.

7.5.3 Access to the quality records system shall be controlled by the Administrator

SAMPLE

Attachment 5.1

Student Evaluation of Module

ref: AP/407.08 – 7.2.1

You are requested to indicate your agreement or disagreement with a series of statements on issues relating to the presentation of a module as you experienced it. Please return the completed form to the Lecturer.

Please do not sign your name to this form – thank you.

Part 1 Module Details

1.1	Module Title:	
1.2	Date:	
1.3	Venue:	

Part 2. Effectiveness of Communication

Please tick appropriate box

1 strongly disagree; 2 disagree; 3 agree; 4-strongly agree

		1.	2.	3.	4.	N/A
2.1	The lecturer had a sound knowledge of the subject matter.					
2.2	Lecturing staff were good at explaining the subject matter of this module.					
2.3	Lecturing staff are enthusiastic about the subject matter.					
2.4	The pace of the lecture was right for me.					
2.5	The level of the class interaction was appropriate.					

Additional comments on the above?

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Part 3. Organisation and Management

Please tick appropriate box

1 strongly disagree; 2 disagree; 3 agree; 4-strongly agree

		1.	2.	3.	4.	N/A
3.1	The module material was delivered in a coherent sequence					
3.2	There was an appropriate balance of time allocated to the different components of the module.					
3.3	Any changes to this module were communicated effectively in advance.					
3.4	The work load for this module was reasonable					

Additional comments on the above?

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Part 4. Academic Support

Please tick appropriate box

1 strongly disagree; 2 disagree; 3 agree; 4-strongly agree.

		1.	2.	3.	4.	N/A
4.1	I received sufficient guidance and support to enable me to complete this module					
4.2	I received adequate and informative answers to all my questions					
4.3	There were sufficient material notes, handouts, work sheets available for this module.					
4.4	Any online resources provided for this module proved useful.					
Additional comments on the above?						

Part 5. Learning Resources

Please tick appropriate box

1 strongly disagree; 2 disagree; 3 agree; 4-strongly agree

		1.	2.	3.	4.	N/A
5.1	Library resources [required texts reading materials, data bases etc.) for this module are sufficient					
5.2	The AV and other teaching aids were of good quality and supported the learning.					
5.3	The plenary room and working group rooms for this module were of a good quality					
Additional comments on the above?						

Part 6. General evaluation and suggestions

No personal comments in regard to other students or staff should be made

6.1	Good features of the module components:					
6.2	Weaknesses of the module:					
6.3	Suggestions for improvement:					

Thank you for your feedback, your observations will be useful for improving this module.

SAMPLE

Attachment 5.2

Student Evaluation of Education Quality [SEEQ]:

ref: AP/407.08 – 7.2.6

Source: The International Journal of Higher Education Research:

Please use the following scale to evaluate the first 26 statements where:

[1. Strongly Disagree, 2. Disagree, 3. Neutral, 4. Agree, 5. Strongly Agree)

		1.	2.	3.	4.	5.
	Learning:					
1.	I have found the module intellectually challenging and stimulating.					
2.	I have learned something which I consider valuable.					
3.	My knowledge and understanding of the subject has increased as a consequence of this module.					
4.	I have learned and understood the subject materials of this module.					
	Enthusiasm:					
5.	Lecturer was enthusiastic about teaching the module.					
6.	Lecturer was dynamic and energetic in conducting the module.					
7.	Lecturer enhanced presentations with the use of humour.					
8.	Lecturer's style of presentation held my interest during the module.					
	Organisation:					
9.	Lecturer's explanations were clear.					
10.	Module materials were well prepared and carefully explained.					
11.	Proposed objectives agreed with those actually taught so I knew where the module was going.					
12.	Lecturer gave lectures that facilitated taking notes.					
	Group Interaction:					
13.	Students were encouraged to participate in class discussions.					
14.	Students were invited to share their ideas and knowledge.					
15.	Students were encouraged to ask questions and were given meaningful answers.					
16.	Students were encouraged to express their own ideas and/or question the Lecturer.					
	Individual Rapport:					
17.	Lecturer was friendly towards individual students.					
18.	Lecturer made students feel welcome in seeking help/advice in or outside of class.					
19.	Lecturer had a genuine interest in individual students.					
20.	Lecturer was adequately accessible to students during office hours or after class.					

Student Evaluation of Educational Quality [SEEQ] cont..../

		1.	2.	3.	4.	5.
	Breadth:					
21.	Lecturer contrasted the implications of various theories.					
22.	Lecturer presented the background or origin of ideas/concepts developed in class.					
23.	Lecturer presented points of view other than his/her own when appropriate.					
24.	Lecturer adequately discussed current developments in the field.					
	Assignments:					
25.	Required readings/texts were valuable.					
26.	Readings, homework, assignments contributed to appreciation and understanding of subject.					

	Overall	<i>Very easy</i>	<i>Easy</i>	<i>Average</i>	<i>Difficult</i>	<i>Very Difficult</i>	<i>N/A</i>
27.	Compared with other modules I have had at the ISCE; I would say this module is:						
28.	Compared with other Lecturers I have had at the ISCE; I would say this Lecturer is:						
29.	As an overall rating, I would say this Lecturer is:						
	Student and Module Characteristics:	<i>Very easy</i>	<i>Easy</i>	<i>Average</i>	<i>Difficult</i>	<i>Very Difficult</i>	<i>N/A</i>
30.	Module difficulty, relative to other modules, was:						
		<i>Very light</i>	<i>Light</i>	<i>Average</i>	<i>Heavy</i>	<i>Very heavy</i>	<i>N/A</i>
31.	Module workload, relative to other modules was:						
		<i>Too slow</i>	<i>Slow</i>	<i>About right</i>	<i>Fast</i>	<i>Too fast</i>	<i>N/A</i>
32.	Module pace was:						
		0	1 - 5	6 - 10	11 - 15	16 - 20	> 20
33.	Hours required outside of class was:						

Comments/Feedback:

Please provide any additional comments or feedback:

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SAMPLE

Attachment 5.3

Associate Lecturers Evaluation of Module

ref: AP/407.08 – 7.3.1

On completion of the module the module manager shall be required to assign a rating to a range of issues relating to management / running of the module.

When completed this form together with the student evaluations should be returned to the Administrator for filing and safe keeping.

Part 1 Module Details

1.1	Module Title:	
1.2	Date:	
1.3	Venue:	

Part 2. Organisation and Content **Please tick appropriate box**

1 in need of O/A revision; 2 small changes required; 3 relevant for the time being.

	Are you satisfied with the module you have designed?	1.	2.	3
2.1	Structure of the module			
2.2	Relevance and content of syllabus			
2.3	Balance between theory; practical and case studies			
2.4	Time allocation to the different components			
2.5	Integration of module content into overall MSc.			

Additional comments on the above?

Part 3. Resources available for this module **Please tick appropriate box**

1. unacceptable; 2. Acceptable; 3. Good; 4. very good.

		1.	2.	3.	4.	N/A
3.1	Lecture Room					
3.2	Rooms/areas for working groups					
3.3	Equipment: Data projector; Sound; Flipcharts etc.					
3.4	Equipment quality					
3.5	Space for private discussion with students					
3.6	Ease of access and egress					
3.7	Car parking on site / adjacent locality					

Additional comments on the above?

Part 4. Student Feedback

Please tick appropriate box

1. unacceptable; 2. Acceptable; 3. Good; 4. very good.

	Summarised by lecturer from Q 5.2	1.	2.	3.	4.	N/A
4.1	Did all students attend?					
4.2	Effectiveness of communications					
4.3	Organisation and management of module					
4.4	Academic Support					
4.5	Learning resources					
Additional comments on the above?						

Part 5. Functioning of module teaching team

Please tick appropriate box

1. unacceptable; 2. Acceptable; 3. Good; 4. very good.

		1.	2.	3.	4.	N/A
5.1	Operation of module team					
5.2	Communications between module team and programme committee					
5.3	Communications between the programme committee and the module teaching team					
5.4	Responsiveness of programme committee to suggestions by the module teaching team					
Additional comments on the above?						

Part 6. Quality of Venue as a teaching environment

Please tick appropriate box

1. unacceptable; 2. Acceptable; 3. Good; 4. very good.

		1.	2.	3.	4.	N/A
6.1	Appropriateness of Venue					
6.2	Assistance provide by Venue staff.					
6.3	General atmosphere: heating; lighting; ventilation					
6.4	Acoustics					
6.5	Toilets					
6.6	Access for disabled students					
6.7	Catering for breaks; teas/coffees; snacks					
6.8	Food for lunch: hot / cold					
6.9	Safety / security					
Additional comments on above						

Part 7. Effectiveness of Institutes Management **Please tick appropriate box**

1. unacceptable; 2. Acceptable; 3. Good; 4. very good.

		1.	2.	3.	4.	N/A
7.1	Academic leadership					
7.2	Academic planning					
7.3	Responsiveness to suggestions					
7.4	Administration of modules					
7.5	Provision of resources					
7.6	Communications with teaching associates					
7.7	Opportunities for staff development					

Additional comments on the above?

Part 8. General evaluation and suggestions

8.1 Strengths and Weaknesses

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8.2 Suggestions for improvement:

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Thank you for your feedback, your observations will be useful for improving this module.

Procedure No: AP/407.08
Procedure Group: Evaluation of Modules
Issue No: 1
Revision No: 0
Date: September 2016

Sample: Attachment 5.4

CORRECTIVE ACTION REQUEST FORM:

Form ref: MS/409.01 - 7.3.1

C.A.R. Form No: Date of Issue:

Source:	(Please tick)	Grade:	(Please tick)
Internal	<input type="checkbox"/>	Grade 1 -	Urgent <input type="checkbox"/>
External	<input type="checkbox"/>	Grade 2 -	Improvement <input type="checkbox"/>
Audit	<input type="checkbox"/>		

To:

From:

Subject:

Part 1 Outline of Problem:

Part 2 Proposed Action:

Is Capital Expenditure required? Yes No

Target "Close by" date

Part 3 Action Taken

Closed by:

Dated:

Part 4 Reviewed for effectiveness

Signed:

Dated