## **Murdoch Dubai Unit and Teaching Surveys Process**

Unit and teaching surveys are managed by the Office of Strategy, Quality and Analytics' Survey and Evaluations Team. The surveys are administered online using the software Blue which Murdoch brands as 'MyFeedback' (<a href="http://myfeedback.murdoch.edu.au">http://myfeedback.murdoch.edu.au</a>).

Week 7-8

• Survey and Evaluations Team email all Unit Coordinators to inform them surveys will be conducted for the current teaching period. Unit Surveys will run automatically for all units with 2 or more enrolments; while Teaching surveys must be requested by the UC. (Note: Qualitative comments are only reportable if more than 3 responses are received; there is no minimum threshold for quantitative responses)

Week 9

- Unit Coordinators to request teaching surveys if they wish. Requests close Friday of Week 9. A list of (compulsory and optional) Unit Survey Questions can be found on the Survey Sharepoint:
- https://murdochuniversity.sharepoint.com/:b:/s/SurveysAndEvaluations/EbcOs6yw9OtAuVnh0ehUsigBo5fbTBlkVdn-D-TjFFZOUw?e=fUJcYB3

Week 11-12

• Surveys open to students. Survey and Evaluations Team notify students about their open surveys. There will be regular email reminders from Murdoch Uni Feedback (myfeedback@murdoch.edu.au) and students can access their survey page from this email or the MyFeedback link http://myfeedback.murdoch.edu.au/.

1-2 weeks after grades are published

• Survey and Evaluations Team handle communications after close of surveys prior to release of final grades. They send emails to Unit Coordinators, College Pro Vice Chancellors, School Deans, School Associate Deans Learning and Teaching, PVC TNE & Singapore Dean, Dubai Dean and Manager TNE with instructions on how to access the reports, logging on via <a href="http://myfeedback.murdoch.edu.au">http://myfeedback.murdoch.edu.au</a>/. Reports are released after students have received their final grade.

## Murdoch Singapore Unit and Teaching Surveys Process

Kaplan Singapore conduct unit and teaching surveys by displaying QR codes linking to surveys in their classes. Kaplan then provide the outcomes to Murdoch for their records/action.

Week 11-13

- **Kaplan** conduct end of term unit and teaching surveys (with reportable data of ten or more responses for unit evaluations; and at least half the class for teaching staff teaching evaluations. Please note: data from multiple classes cannot be rolled up as the data will not be truly representative ie cannot generate data about average scores based on averages).
- Weeks 12 & 13 for TJA.
- Weeks 11 & 12 for TMA and TSA

Week 2
next teaching
period

- •Kaplan Lecture Management Team send the results to the TNE Team & Lecturer, Learning & Teaching.
- •TNE Team send results to Surveys and Evaluations Team to append the Unit Coordinators and Unit Contacts to each unit (based on Handbook information). Surveys team then provide the updated data to the TNE Team.
- •Lecturer, Learning & Teaching review comments and flags individual affiliates to Kaplan for necessary action which includes a verbal reminder; observation report of classroom teaching; or a reflection note to explain a particular comment
- •OSQA upload the Kaplan results to PowerBI for the ability to view results over time. (Note: The differences in methodology, scale and reporting provide there is very limited comparability to onshore surveys).

Upon confirmation from OSQA

## •TNE Team provide

- Unit Report (including comments) to Pro Vice Chancellors, School Deans, School Associate Deans Learning and Teaching, PVC TNE & Singapore Dean.
- Lecture Evaluations and Unit Evaluations documents featuring mean scores for each 'Module' (unit offering FT, PT, class) to individual Unit Coordinators.

Weeks 3-6

•Lecturer, Learning & Teaching to review reflection notes provided by Kaplan LM team and consult with Singapore Dean and other School Deans/Heads of Schools/Discipline as required (Note: Kaplan's Policy - affiliates who score below 3.8 are required to submit a reflection note to explain their performance and address the qualitative feedback they received).