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## Student Feedback: Steering Group Terms of Reference



### Project: Student Feedback

**Date:** June 2022

**Agreed:** 13 Sept 2022

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## Purpose

The Student Feedback system has been reviewed, the first review since its introduction in 2012. Following a university-wide consultation during 2019, there was general agreement that:

- the questionnaire content was to be updated
- the current system should be changed
  - to reflect the need to increase student response rates
  - to provide feedback to students
  - to allow faculty to have their individual teaching contribution captured for the purposes of their development and the promotion system.

The purpose of this proposed project is to provide a new system with the appropriate functionality to enable the feedback loop to students to be closed and to allow schools to gain deeper insights into their students' perceptions of their learning.

This is with a view to having a reliable, secure and fit for purpose student feedback system at an enterprise level. Following the Covid 19 remote teaching period the need for student feedback and opportunity for two-way engagement with our students is evident and more critical than ever before.

## Terms of Reference

### Composition

- Chair - Professor Marie Clarke - Dean of Undergraduate Studies
- Project Manager
- IT Services - ETS<sup>1</sup> and EAG<sup>2</sup> representatives
- Institutional Research representatives
- Member from original working group
- Heads of Schools or School Heads of Teaching and Learning representatives x 6
- University Teaching and Learning Unit representative
- Student Representative(s) - from the Students Union
- Registry Representative
- UCD Procurement to be co-opted as required.

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<sup>1</sup> Educational Technology Services (ETS)

<sup>2</sup> Enterprise Applications Group (EAG)

## Conduct of business

- Aligned to University Strategy and in particular the Educational & Student Success Strategy
- Notice of meetings will be provided two weeks prior to the meeting
- Additional meetings may be required for vendor review and may have shorter notice periods for meetings.

## Function and responsibilities

- Ensure the University requirements in relation to student feedback are captured within the Requests For Proposals (RFP) ahead of commencing the tender process
- Ensure there is in depth engagement and analysis of the vendors meeting the requirements agreed by the steering committee.
- Agree on a solution that best meets the requirements of the University in relation to student feedback for teaching and learning activities
- Assist and oversee the change management and promotion of technology in relation to student feedback.
- Ensure that due diligence is carried out in relation to legal, data protection and accessibility requirements.
- Provide project updates to the University Teaching & Learning Committee and reporting to the Acting Registrar or a nominated group e.g. UMT Education Group, UMT Services Group.

Appendix 1 - Membership Details

Name	Role	College	School/Unit	Comments
Marie Clarke	Dean of Undergraduate Studies	Academic Affairs	Office of Registrar	Chair of the Steering Committee
Ryan Teevan	Senior Project Manager - IT Services	Academic Affairs	IT Services - Educational Technologies Services	Project Manager
Eoin Hanratty	Head of Educational Technology Services	Academic Affairs	IT Services - Educational Technologies Services	
Maura McGinn	Director Of Institutional Research	Bursars Office	Finance Office	
Lisa Bennett	Institutional Research Analyst	Bursars Office	Finance Office	
Sue Rackard	School Head of Teaching and Learning	College of Health & Agricultural Sciences	School of Veterinary Medicine	
TJ McIntyre	School Head of Teaching and Learning	College of Social Sciences & Law	School of Law	
Emma Sokell	Head Of School	College of Science	School of Physics	
Fangzhe Qiu	School Head of Teaching and Learning.	College of Arts & Humanities	School of Irish, Celtic Studies and Folklore	
Paul Ryan	Vice Principal for Teaching and Learning	College of Business	School of Business	
PJ Purcell	School Head of Teaching and Learning	College of Engineering & Architecture	School of Civil Engineering	
Louise McHugh	School Head of Teaching and Learning	College of Social Sciences & Law	School of Psychology	
Martha Niriada	Education Officer - UCD Students' Union	Student Representative	UCD Students' Union	
Maria McDonald	Head of Enterprise Application Services	Academic Affairs	IT Services - Enterprise Application Services	
Judith Archbold	Teaching And Learning Projects Officer	Academic Affairs	UCD Teaching and Learning	
Lizanne Hutton	Specialist Officer	Academic Affairs	UCD Registry - Administrative Services	