

Procedure for Course Evaluation at Aarhus University, Faculty of Health

Purpose

The purpose of the course program evaluation at the Faculty of Health (HE) is to create a development tool for teachers that increases shared knowledge and awareness of the best way of supporting students' learning at HE. In addition, the result of the course evaluation is part of the Faculty's quality work forming the basis of the dialogue between the Dean of Education, the Head of Department and the Student Leader. Such a status meeting concerning each individual course program is held once a year.

The evaluation procedure involves a lot of participants: students, teachers, course managers, study leaders, study boards, department leaders and the Dean of education and is supported by the study administration (HE Studier) and CESU (Centre for Health Sciences Education) . All this is due to the fact that the course program evaluation is regarded as a very substantial focal point for the quality work at the Faculty, namely the meeting between the student and the teacher.

The evaluation procedure is organized to ensure consistency and transparency, and there is a clear division of responsibilities concerning the work on quality assurance and the continuous development of course programs.

Data collection

Matching of expectations

At the beginning of all courses, the teacher presents the study program decided by the study board: learning goals, contents, examination, teaching and learning activities and the connection to other course programs within the same education. Possible changes as a result of experience and course evaluations from previous courses can be mentioned.

Mid-term evaluation

Courses can be evaluated mid-term.

There is method freedom at the mid-term evaluation. The teacher is free to choose the evaluation form and content which in the best way will support this dialogue with the students. The Mid-term evaluation can help to clarify to the students how their feedback can contribute to the development and adjustment of the course. Hopefully, adjustments have a spillover effect on the students' participation in future evaluation activities.

Final course evaluation

All courses must be evaluated at the end of the course.

The final course evaluation is based on a digital questionnaire. Evaluation can be done both in Danish and English. The process is supported by HE Studier.

Evaluation process of a course program

The collection of data usually takes place in the week before the last teaching session, giving time for the students to answer the questionnaire.

The teacher and the students discuss the overall evaluation of the course program based on chosen parts of the given questionnaire. This can happen at the last teaching session; but the most important thing is that the discussion takes place as it helps to clarify to the students that they make an important contribution to continuous quality development through their answers to the course evaluations.

Questionnaire and collection of questions

The questionnaire for evaluating the course programs at the HE specifies the common obligatory questions that have been decided by the top management of the university and by the Faculty management.

In addition, the course manager can add a maximum of 4 additional questions (from 2017 it is 12 additional questions) from the stated collection of questions.

The students are guaranteed anonymity when answering the questionnaires.

Data processing and reporting

Reports to the course manager

The reports will contain graphics, statistics and text (all answers to open questions) from students on their own course.

Reports to study leaders, study boards and heads departments

Reports with figures and statistics at the aggregated level of the HE programs will be forwarded to relevant study leaders, study boards and department managers. In addition, they receive reports from the individual courses.

Follow up

The responsibility of follow-up is divided among several persons. The responsibility of each individual is briefly described below.

Course manager: Is responsible of informing for all teachers of the outcome of the course evaluation. Upon receipt of the report, the course manager should check the result in relation to the limit value of the course evaluation indicator. If the result is below the limit value, the course manager must prepare a short covering letter to the study board. Furthermore, the Board of Studies may require an additional report explaining:

- a) What worked well
- b) What worked less appropriately
- c) What is planned to be changed for next semester

Study Board: Discusses the support of the students' learning and the benefits of the course programs each semester, based on the submitted reports and covering letters. Based on this, the Study Board may decide specific actions in relation to the academic content of individual or cross-curricular courses. The decisions are incorporated in the record.

Student Leader: Has the task of implementing possible actions decided by the Study Board. The student leader briefs the head of department on the main results of the evaluation each semester and discusses the need of follow-up.

Head of Department: Follows up on the outcome of the evaluation in dialogue with the student leader. As head of staff, the head of department decides possible actions as a result of critical evaluations.

Dean of Education: Approves the concept and procedures of the teaching evaluation and is informed about critical evaluations. Responsible for the annual status process of quality work in the field of education, which includes data from the course evaluation.

Publication

Under the Danish Act on Transparency in Education, the universities are obliged to publish certain information about the quality of teaching.

Accordingly, evaluation results are published. The answers to the open questions are not disclosed for anonymity reasons.

Evaluation of the evaluation scheme

The evaluation system (the technique, the questions, the procedures) is evaluated on an ongoing basis and is discussed at least once a year at an ordinary meeting of the HE Study Leader Forum.