Student Survey Steering Committee

Reporting To: Deputy Vice-Chancellor (Academic)

Contact

Terms of Reference:

The purpose of the Student Survey Steering Committee is to have oversight of all surveys relating to teaching and learning quality at UQ. The Committee will establish and maintain common protocols in relation to:

- survey distribution and collection;
- the reporting process for each survey;
- guidelines for data verification and analysis;
- the identification of organisational units responsible for particular stages of the survey process;
- guidance on how student surveys should be conducted at UQ.

In addition, the Student Survey Steering Committee will:

- have oversight for the implementation of any recommendations or changes arising from either an internal review or changes to an external survey;
- provide advice on internal survey instrument development; and
- provide advice on the development of a HUPP on course and teacher evaluations.

The Student Survey Steering Committee can establish working groups that may review a current instrument or develop recommendations to change student survey instruments or the process for distribution and collection.

Composition:
Deputy Vice-Chancellor (Academic) – Chair
Director of Planning
Head of Evaluations
Director of Student Administration
Director of Academic Administration
Representative for Associate Deans (Academic)
Expert Advisors
Planning Officer
Evaluations Officer
Observer: Senior Manager (Policy), Office of the DVC (Academic)

Administrative Arrangements:
Secretary – Coordinator, Programs Information Unit