



## Things I can do in my module:

- Take 10 minutes in class to share headline issues from the mid-module evaluations and your responses to these issues.
- Use in-session interactive tools such as Mentimeter or Padlet to both collect and respond to student evaluations.
- Organise your responses into three categories: areas where change can be made for the remainder of the term, changes which can only be made in a future occurrence, and changes which cannot be made.
- Be clear if there are issues on which you are unable to take action in a way that meets student expectations and the reason behind this. However – don't play "the blame game."
- Let your students know what has changed this year in response to previous student feedback.
- Promote the work of the SSLC and point students to the committee minutes located on the school's Blackboard site.
- Work with your students to unpack their evaluations and to co-create solutions by forming an *ad hoc* working group for your module.
- Encourage student representatives to gather further information about 2–3 issues raised through mid-module evaluation and bring these comments to the subsequent SSLC.
- Provide a drop-in time for discussion of specific issues raised through mid-module evaluation outside of lecture time.

## Things we can do as a team:

- Establish an agreed timeframe for providing feedback to students.
- Use common power-point template(s) for sharing module and programme evaluation results and feedback.
- Design and use a common Blackboard template for the module convenor commentary which is produced following module evaluations.
- Record a prepared video response from the appropriate level of management (HOS, DTL) and upload to Blackboard.
- Acknowledge areas of student concerns where it is not possible to make changes and provide contextual explanations where appropriate.
- Work in partnership with students to find the most effective way(s) to communicate evaluation responses.
- Share key points from mid-module and end-of-module evaluations across the programme team to identify common patterns or themes to prioritise.