REPORT ON COURSE EVALUATION AND PLANNING (CEP) ONLINE 2020

19 February 2021

Purpose

The purpose of this report is to provide a brief update on the roll-out of the CEP and accompanying dashboards in 2020.

Background

In semester 1 2020, an online centrally managed version of the Course Evaluation and Planning (CEP) report using Qualtrix (Unitec's survey software) replaced the existing Word version. This was designed to allow for real-time reporting and the collation of data and insights across different courses, which could then be "rolled up" to programme level, with the intention of enhancing the value of the CEP process as an input into programme evaluation, while also acting as a management oversight tool. The CEP process is primarily intended to provide a mechanism for teaching staff to reflect and evaluate the delivery of their courses and to increase awareness and oversight of key course level compliance. The CEP is designed for engagement:

1. Before the course begins
2. During the delivery and after each assessment marks have been published
3. After
4. Final At the end of the course

Minor changes to the semester 2 version were informed by feedback, with two additional questions related to Learning Hours added and to capture changes as a result of possible lockdown scenarios.

Power BI dashboards were built to provide internal stakeholders with key CEP data for semester 1 and 2. It is expected that CEPs will be completed when at least 75% of results have been published; this proviso was added when many grades were deferred after lockdown in semester 1 2020.

Overall engagement with the online CEP report has been good across a number of schools, whilst engagement rates are disappointing in others. Low engagement in UPC and Trades and Services is, at least in part, attributable to the significant number of low credit courses and different types of delivery.

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CEP Completion rates to date: 19/2/2021

Semester 1 Completion rates				Semester 2 Completion rates			
School	**CEPs Required**	**CEPs Completed**	**CEP Completion Rate**	**School**	**CEPs Required**	**CEPs Completed**	**CEP Completion Rate**
Applied Business	66	63	95.5%	Bridgepoint	54	49	90.7%
Bridgepoint	50	44	88.0%	Applied Business	73	59	80.8%
Environmental & Animal Sciences	19	16	84.2%	Healthcare & Social Practice	59	41	69.5%
Healthcare & Social Practice	62	49	79.0%	Creative Industries	55	32	58.2%
Building Construction	88	59	67.0%	Architecture	50	28	56.0%
Computing & Information Technology	116	76	65.5%	Computing, Electrical and Applied Technology	144	79	54.9%
Community Studies	41	25	61.0%	Environmental & Animal Sciences	31	15	48.4%
Creative Industries	65	35	53.8%	Community Studies	38	13	34.2%
Architecture	45	22	48.9%	Building Construction	98	25	25.5%
UPC	13	2	15.4%	Trades & Services	116	3	2.6%
Trades & Services	54	1	1.9%	Unitec	2		
Total	**619**	**392**	**63.3%**	**Total**	**720**	**344**	**47.8%**

Power BI use of CEP dashboards for semesters 1 & 2 (as of 18.2.2021)

Who is interacting with the CEP dashboards?	Number of staff who have viewed the dashboards
Academic Programme Manager	5
IMS	1
Student Support	1
Teaching staff (incl. Senior Lecturers/Programme Co-ordinators)	21
Te Korowai Kahurangi	9
Te Puna Ako	2
Number of searches in order of popularity (top 4)	**CEP Semester 1**
15	Embedding Māori & Pacific content
13	Professional development
12	Overall student achievement
11	Overall course rating

Changes for 2021

Following a report on the use of the online CEP in semester 1 Quality Alignment Board (QAB) (September meeting) asked Te Korowai Kahurangi to:

1. Consider a different online tool as Qualtrix had proven to not be fit for purpose
2. Consider other options for reporting from courses which fall outside the 'norm' such as annual or 6 monthly reporting for short courses and micro-credentials with a shorter template
3. Continue to support staff to engage with the online version and upskill in terms of evaluative commentary

Staff feedback informed the development of the 2021 CEP. A new tool has been developed using Microsoft Office 365 PowerApps which is easier to access and navigate as well as being shorter than the 2020 version. The tool draws data from Peoplesoft, Power BI and Outlook. Power BI licences are essential for access to the tool.

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Te Korowai Kahurangi is delivering workshops for academic teams to introduce the new tool and is available to provide staff with CEP support throughout the year.

Options for courses which fall outside the 'norm' are being explored with each relevant Programme.

The questions in the CEP have been designed to raise awareness and links to key data/information have been added, where relevant.

Two additional questions have been added:
- one to raise awareness of the updated Assessment in Te Reo Māori Procedure.
- A second to capture any course delivery changes as a result of any future lockdowns

Recommendations
1. That All CEPs for 2020 are to be completed by the deadline for PEP submissions (23 April 2021)
2. Improve CEP dashboard use

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