



## **University of Otago**

### **Surveys Co-ordination Group**

#### **Terms of Reference**

- To provide advice on and input into the development of criteria and guidelines that support the implementation of the Students and Graduates Surveys Policy
- To approve, register and schedule the surveys of students and graduates covered by the organisational scope of the Students and Graduates Surveys Policy
- To advise on and advocate for the establishment of a system for approving, registering and scheduling the students and graduates surveys covered by the organisational scope of the Students and Graduate Surveys Policy
- To work closely with those staff in the Quality Advancement Unit with delegated responsibility for advising on and co-ordinating survey activity in line with the Students and Graduates Surveys Policy
- To report as appropriate to the Quality Advancement Committee.

#### **Composition**

- Director, Quality Advancement
- One representative from the Quality Advancement Unit
- One representative from the Academic Division
- One representative from the Operations Division
- One representative from the Office of the Vice-Chancellor

(The Group has the power to co-opt as required)

## **Membership**

Director, Quality Advancement

- Margaret Morgan (Convener)

One representative from the Quality Advancement Unit (QAU)

- Romain Miroso - QAU

One representative from the Academic Division

- Simon Hart - University Library

One representative from the Operations Division

- Naomi Weaver – Planning & Funding

One representative from the Office of the Vice-Chancellor

- Louise Lawrence - Development and Alumni Relations

Co-opted members

- Dr Sarah Stein - HEDC

In attendance

- Jacqueline Fraser – QAU (Secretary).
- Bernard Morrison – QAU

## **Background**

A Students and Graduates Surveys Policy was approved by the Vice-Chancellor's Advisory Group in December 2012.

The Quality Advancement Unit was delegated overarching responsibility for the development of the Policy and establishment of related procedures.

A Surveys Co-ordination Group was established in April 2013 to support implementation of the Student and Graduates Surveys Policy. Consistent with the Students and Graduates Surveys Policy purpose and intent, the Surveys Co-ordination Group aims to:

- Ensure that surveys covered by the organisational scope of the Students and Graduates Surveys Policy support the University's strategic direction and associated imperatives
- Improve the co-ordination of surveys covered by the organisational scope of the Students and Graduates Surveys Policy
- Foster greater awareness and use of data collected through surveys of students and graduates.

**29 May 2013**