

# Workshop

## Module 4: Surveys

**DATE** \_\_\_\_\_

**TIME** \_\_\_\_\_

**ROOM** \_\_\_\_\_

### PRE-WORKSHOP INSTRUCTIONS

1. Prior to the Workshop, review the survey templates and questions.
2. If your program has program learning outcomes (PLOs), bring them to the workshop. If not, contact the Centre for Teaching and Learning and schedule a PLO and curriculum mapping session as soon as possible.
3. During the Workshop, we will be reviewing and editing the templates. Please bring your laptop or print hard copies.

### OBJECTIVES

By the end of the Workshop, program review teams will have had an opportunity to discuss and begin to revise the survey templates; and clarify questions about the process, including timelines for survey distribution.

Time	Activity
9:00 – 9:20am (20 mins)	<b>Welcome and Territorial Acknowledgement</b> <b>Workshop Objectives</b> <b>Overview of Module 4: Surveys</b>
9:20 – 10:10am (50 mins)	<b>Survey Templates: Review, Discuss, Revise</b>  <i>During this working session, teams will have an opportunity to:</i> <ul style="list-style-type: none"> <li>• <i>review the templates,</i></li> <li>• <i>ask questions,</i></li> <li>• <i>hear scenarios from prior cohorts,</i></li> <li>• <i>discuss potential additional stakeholder groups, and,</i></li> <li>• <i>begin to revise, add, and/or delete questions, as needed.</i></li> </ul> <p>After 30 minutes of group work, teams will share one or two examples of new or modified questions with the cohort.</p>
10:05 – 10:15am (10 mins)	<b>Timelines: Distribution and Summary Reports</b>  <i>During this presentation, we will discuss distribution timelines and strategies for collecting responses. We will also discuss data collection, reporting, and analysis.</i>
10:15 – 10:30am (15 minutes)	<b>Questions</b> <b>Next Steps</b>

### **POST-WORKSHOP INSTRUCTIONS**

1. Confirm which surveys will be distributed (i.e., students and faculty (mandatory); alumni and employer (optional)).
2. Finalize survey templates and send to Shelley to build in SurveyMonkey.
3. Confirm dates for distribution and distribution strategy with Shelley by August 1, 2023, for Fall distribution.