# Curriculum Committee’s Course evaluation form

*This form has been developed for the CC and is specific to the procedures of the faculty course evaluations. The CC is responsible for the proper completion of and follow-up to this form (either in Dutch or English).*

***The CC is also responsible for the communication with the course coordinator if the teacher has not provided feedback in Caracal****. See the ‘Feedback teacher\_course code’ form.*

|  |  |
| --- | --- |
| Curriculum committee (degree programme): |  |
| Course title: |  |
| Course code: |  |
| Academic year: |  |

**1. Course evaluation analysis**

*This part of the form will be completed by a CC (student) member (preferably by someone who did not attend the course themselves in the specific academic year).*

|  |  |
| --- | --- |
| Name (student) member: |  |

**1.2. Analysis of the open questions**

*Please provide an analysis of the responses to the open questions, possibly supported by statistical data (e.g. ‘x of the x students are of the opinion that…’).*

|  |
| --- |
|  |

**1.3 Analysis of the closed questions**

*Please pay particular attention to positive or negative issues/peaks. You can make use of the faculty reference lines and statistics. See the Caracal guidelines for further information.*

|  |
| --- |
|  |

**1.4 Short summary based on the analysis and the teacher’s feedback**

*Please base your conclusions on the analysis (see above) and the feedback from the teacher(s)/course coordinator.*

|  |
| --- |
|  |

**1.5 Follow-up**

*If the course has been evaluated before, please provide the summary of the discussion in the particular CC meeting and any corresponding recommendations. If the course has not been evaluated before, please indicate this.*

Recommendations and measures taken based on the previous course evaluation:

|  |
| --- |
|  *(copy relevant information from the previous course evaluation form)* |

If specific issues were raised during the previous course evaluation, please indicate whether or not these were again raised in the current evaluation.

|  |
| --- |
| Yes/No |

**2. Discussion in CC meeting**

**2.1. Short summary of the discussion in the CC meeting**

*Please copy the relevant part of the minutes of the CC meeting.*

|  |
| --- |
|  |

**3. Concluding the course evaluation**

If the chair of the CC considers the evaluation adequately dealt with, they will conclude the evaluation.

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation concluded on (date) |  | By the chair of the CC (name) |  |

**NB:** This evaluation form must be uploaded as an attachment to Caracal and will **not** be made publicly accessible upon the conclusion of the evaluation cycle. It will only be accessible to the teacher and the CC members.

Please save the file as ***Evaluation form\_CC\_[course code].docx*** and upload it to Caracal along with the corresponding report of the course evaluation with the following privacy add-on: *Private (Managers, Owners)*.