Open University Validation Partnerships (OUVP)

EVALUATION FORM (PANEL MEMBERS)

The Open University would like your views on the process you have just been involved in to help us to improve our service. All panel members are being asked to complete this questionnaire. Comments returned will remain strictly confidential to the University. You may return the form to the Senior Quality and Partnerships Manager at the meeting, post the form to us, or submit via the email address (details at the bottom of the page).

Meeting attended:

Date/s:

# Type of process

Programme validation ❒ Institutional approval ❒

Programme revalidation ❒ Institutional reapproval ❒

**Role at meeting**

Chair ❒

Process Panel Member/Institutional Process Panel Member❒

External/internal panel member❒

Please assess the following parts of the process and provide any specific comments you wish. 3 - Good 2 - Satisfactory 1 - Poor

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| --- | --- |
| **Before the final meeting** | **Comments** |
| How would you rate the briefing provided by OUVP about the activity?3 2 1  |  |

|  |  |
| --- | --- |
| **Before the final meeting (Continued)** | **Comments** |
| How would you rate the coverage and quality of all the documentation received for the meeting?3 2 1 (Institution documents: presentation) 3 2 1 (Institutions documents: content)3 2 1 (OUVP documents: presentation)3 2 1 (OUVP documents: content) |  |
| Did you receive the documentation from OUVP in sufficient time to allow for reading before the event? Yes/No  |  |
| **During the final meeting** | **Comments** |
| How would you rate the opportunity you were given to raise any concerns or issues during the meeting?3 2 1  |  |
| Was the expertise across the panel appropriate for the proposal under consideration?Yes/No  | If no, please provide comments: |
| How do you rate the quality of debate in the meetings with institutional staff?3 2 1  |  |
| How do you rate the efficiency of the arrangements on the day of the meeting?3 2 1  |  |
| **During the final meeting (Continued)** | **Comments** |
| Were the outcomes of the meeting appropriate and reflective of the discussions throughout the day?Yes/No  | If no, please provide comments: |
| **Hospitality** | **Comments** |
| Catering at the meeting3 2 1 |  |
| Hotel (if applicable)3 2 1 |  |

**The following section is for Process Panel members only (if applicable)**

|  |  |
| --- | --- |
| **The validation process**  | **Comments** |
| How do you rate the briefing provided by OUVP on the role of the Process Panel member? 3 2 1 |  |
| How do you rate the efficiency of the arrangements prior to the final meeting (including the arrangements for the preliminary meeting)?3 2 1 |  |
| How do you rate the effectiveness of the validation process prior to the final meeting (including the outcomes of the preliminary validation meeting)?3 2 1 |  |

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| **Additional comments** Any other comments on the activity that have not been covered abovePlease offer any suggestions on how we might improve our services (please continue on a separate sheet if necessary) |

**(Optional)**

**Name:** ........................................................

**Position:** ........................................................

**Organisation:** ........................................................

**Please return to**:

Open University Validation Partnerships (OUVP)

The Open University

Walton Hall, Milton Keynes, MK7 6AA

Or by email to: ouvp-admin@open.ac.uk

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