Interview questions

Questions	Prompts
1. Does your institution have a learning analytics project? What is it?	a) Are there any pilot studies (e.g. class-scale) or LA projects planned in the next few months/ years? b) Who initiated this project? Who is involved? c) Are you using a framework provided by a technological vendor or in-house development? d) Are you aware of any vendors that provide LA software and services? Do you know their names? e) What type of data is/ will be collected (qualitative, quantitative, mixed, dispositional, behavioural, etc.)? f) How is/ will the data be stored and shared? g) When did LA projects start (how long)?
2. Why are you doing it? (Or, why do you plan to do it?)	a) Motivation b) Potential benefits c) Potential beneficiaries d) Apart from the benefits, do you see any downside of LA?
3. Do you have a strategy specific for LA or do you implement LA under a wider university strategy?	a) Setting goals b) Defining methods c) Evaluating results (milestones, success criteria) d) Refining goals and methods
4. How does/ will your institution develop the strategy? If no LA specific strategy, ask: What was the planning process like?	a) Before the implementing LA or along the way of the implementation? b) Consulting any previous guidelines, institutional policies or existing examples? c) Consulting any European or national guidelines? d) Consulting a code of practice for LA? How to ensure the relevance to their context and the actual practice? e) Which stakeholders are involved in the consultation process?
5. How does/ will your institution prepare itself for learning analytics?	a) Institutional culture b) Stakeholders' buy-in and a governance structure c) Training for staff and students

	d) Data management infrastructure and technical expertise (capabilities to obtain data in usable forms, managing data in big volumes, and integrating data from different systems) e) Analytics expertise
6. Has your institution achieved any goals? How do/ will you evaluate the results?	a) Curriculum designs b) Student support c) Learning design d) Retention e) Recruitment f) Others
7. What may have contributed to the success of this project?	Any enablers?
8. Has your institution encountered any challenges when implementing the project? And/ Or, do you foresee any (more) challenges in this project?	Same prompts for Q5: a) Institutional culture b) Stakeholders' buy-in and a governance structure c) Training for staff and students d) Data management infrastructure and technical expertise (capabilities to obtain data in usable forms, managing data in big volume, and integrate data from different systems) e) Analytics expertise
9. What ethical and privacy considerations do you have to take account of?	a) Student privacy (anonymous data and consent) b) The right to opt in or out c) Transparent process of data collection, storage and sharing (internally or externally) d) Any normative policy or guidance? e) Is there a committee that supervises this process?
10. What do you think is essential in a learning analytics policy?	a) Leadership b) Ethical and legal guidelines c) Pedagogical dimensions d) Evaluation e) Quality control