

# Course Monitoring and Evaluation Procedures

## 1. Governing policy

The *Course Monitoring and Evaluation Procedures* (“procedures”) relate to the Course and Subject Policy and set out the requirements for the evaluation of courses and subjects to ensure their ongoing viability, quality and alignment to strategic priorities at the Institution. These procedures form part of a wider overall institutional Learning and Teaching (L&T) Evaluation Framework.

## 2. Scope

These procedures apply to all subjects and courses at the Institution.

## 3. Procedural statements

3.1 Courses and subjects are systematically monitored and evaluated using an evidence-based approach to drive improvements throughout the delivery of a course and to feed into comprehensive course reviews and re/accreditation processes as per the Course and Subject Policy.

3.2 All subject learning outcomes and graduate capabilities are aligned to course level learning outcomes which are evaluated through assessment and student evaluation feedback.

3.3 Partners for external referencing and benchmarking are chosen for their characteristics as national or international comparators, with due consideration given to competition and maintaining intellectual property.

3.4 Student evaluation, both internal and external, and industry evaluation form an important feedback mechanism in ensuring the maintenance of academic standards across the Institution.

## 4. Internal interim monitoring and evaluation process

Evaluation processes include interim monitoring of student performance outcomes and experiences through the following:

<b>Data point</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Reporting line for action</b>
Updates to subjects	Annually, or more often if required	Program Managers (PMs)	Course and Subject Committee (CSC)
a. Cohort report and end of study period sign-offs	Each study period	PMs	Learning and Teaching Committee (LTC)
b. Lecturers' feedback	At least once per year (during first study period for new staff)	PMs	LTC
c. Lecturer performance reviews	Annually	PMs	LTC
d. Student Evaluation of Teaching and Units (SETUs)	Each study period	PMs	LTC
e. Student forums and surveys	Every study period	PMs and Vice President (Student Life)	LTC
f. Reports to governance committees	Each study period	Dean/Associate Dean	CSC, LTC and Academic Board (AB)
g. Moderation (see Assessment Procedures) and Board of Examiners meetings outcomes	Each study period	Dean/Associate Dean	CSC

h. Annual Learning and Teaching (L&T) Reports	At the end of each calendar year to inform business planning beginning the following year	DVC (L&T)	AB
i. Academic integrity data, trends and recommendations for improvement	Course performance reports and DVC (L&T) reports	DVC (L&T) and Dean/Associate Dean	LTC

## 5. External evaluation process

Evaluation processes include interim monitoring through external referencing and benchmarking including:

<b>Data point</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Reporting line for action</b>
a. External surveys e.g. QILT	Student Experience Survey (SES) and Graduate Outcome Survey (GOS) once per year	DVC (L&T) PVC (Employability) and Registrar	AB and Board of Directors (BoD)

b. Course Development and Advisory Sub-committee (CDASC) meetings for feedback by external academics, recent graduates and industry experts	Meetings scheduled as required for each comprehensive course review (CCR). CCRs occur once every five years in preparation for reaccreditation	Dean/Associate Dean and PMs	CSC
c. External review of courses for reaccreditation via Peer Review Portal (PRP)	At least once every five years in preparation for reaccreditation	DVC(L&T)	CSC and AB
d. External review of subjects via Peer Review Portal (PRP)	As identified in subject review cycle, prior to redevelopment or CCR process	Dean/Associate Dean and PMs	CSC and AB
e. External referencing of success of student cohorts against comparable courses of study as per the External Referencing Procedures.	Ongoing as part of all interim monitoring, evaluation and review activity (e.g. annual reporting and comprehensive review process).	Dean/Associate Dean	CSC and AB

## 6. Roles and responsibilities

6.1. The DVC (Learning and Teaching) has executive oversight of the implementation of these procedures.

6.2. Academic Board is responsible for monitoring academic quality and standards across the institution, including the evaluation of all courses and subjects.

6.3. The Course and Subject Committee and Learning as a committee of Academic Board is responsible for the management, monitoring and reporting of all course activity across the Institution.

6.4 Course Development and Advisory Sub-committee (CDASC) is a sub-committee of the Course and Subject Committee and is provides external academic, industry and graduate advice for development and review of courses.

6.5. The Chief Quality Officer is responsible for monitoring all evaluation activities and preparing submissions to TEQSA.

6.6. Program Managers are responsible for ensuring course and subject evaluations are used to improve the quality of the teaching and the course through working with course and subject teams.

6.7. Subject Leads and lecturers are responsible for ensuring evaluation feedback from students and stakeholders is taken into consideration in the revision and improvement of subjects and courses.

## **7. Related documents**

*Assessment Policy*

*Assessments Procedures*

*Course and Subject Policy*

*Course Development, Review and Approval Procedures*

*External Referencing Procedures*

*Subject Development, Review and Approval Procedures*

**Approved by Learning and Teaching Committee on 7 November 2023**