COURSE REVIEW POLICY

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Related Documents	UBSS Academic Progression & Intervention Policy
	GCA International Students' Support Policy GCA Student Welfare Policy
	UBSS Teaching & Learning Plan
	UBSS Course Advisory Committee: Membership & Terms of Reference
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Responsible Officer	Executive Dean
References and Legislation	National Codes of Practice for International Students (NCPIS) Standard(s):
	All Standards

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1   Context

This policy outlines the UBSS course review cycle and procedures for administering course reviews.

2   Scope

2.1   Rationale

UBSS is required to establish a clear policy and set of procedures for the review and measurement of courses.

2.2   Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000 The National Code

3   Definitions

Item	Definition
Student Satisfaction Survey	The Student Satisfaction Survey is a formal evaluation by the students in a class of both the subject and the lecturer in that class.
Course Advisory Committee	The Course Advisory Committee is a constituted working group whose terms of reference include the review of courses. Membership includes the Executive Dean, Program Directors and representatives of relevant industry. The Committee reports to the Academic Senate. This committee will include the Foundation studies program (when it comes on line).

4   Course Review

UBSS courses are reviewed annually to measure performance outcomes against course objectives and teaching and learning goals. Annual reviews include the following activities:

4.1   Student Satisfaction Survey

Students voluntarily complete a Student Satisfaction Survey (SFU) for each of the subjects in which they are enrolled. The Survey is administered by the **eLearning Co-ordinator**, normally during the final teaching weeks in the trimester. The **eLearning Coordinator** prepares a summary report of the

results of the Survey for the **Executive Dean** and the Course Advisory Committee (as well as various stakeholders). The report identifies student feedback for the following purposes:

- Review of lecturer performance;
- On-going feedback on each of the subjects on offer within the course and the degree to which purpose, content, learning objectives/outcomes, assessments and readings are appropriate and relevant to overall course award/degree learning objectives and in meeting required graduate vocational outcomes;
- Review and identification of overall student satisfaction by subject and course award by reference to the aggregate mean.

4.2   Student Progression and Pass Rates

Student Progression and Pass Rates are monitored at the end of each trimester by the **Executive Dean**.

This monitoring includes collection of the following data for referral to the Academic Senate by way of the Course Advisory Committee (and various other stakeholders):

- The number and percentage of continuing students who have progressed in their studies toward graduation;

- The number and percentage of students who have withdrawn or been discontinued from their studies (the attrition rate);

- The number and percentage of students who have been issued an Academic Warning each Trimester and the number and percentage of these students who engaged in a recommended intervention strategy, such as acting on a referral to an academic bridging course and academic remediation;

4.3   Learning Support Co-ordinator Reviews

A review by the Learning Support Co-ordinator of each enrolled student's overall progress and anticipated completion date, based on student status (full-time for all international students).

At the beginning of each trimester, the Academic Coordinator refers students who are at risk of imminent failure to intervention strategies outlined in the UBSS Academic Progression & Intervention Policy.

4.4   Annual Report of Academic Intervention Activities

An Annual Report of Academic Intervention activities, both recommended and undertaken, is prepared by the Academic Coordinator for review by the Academic Board via the Course Advisory Committee. The Annual Report includes the number of students referred by course award and intervention program, grade point average at point of referral, and post-referral grade point average. Examples of early intervention programs include:

- Referral to the GCA Metro College for English language support;

- Referral to the study skills components of the UBSS Business Communications subject or to the Central College Study Ethics subject;

- Referral to appropriate counselling or student welfare services outlined in the GCA International Students Support Policy and GCA Student Welfare Policy.

4.5 Graduate Survey

Graduating students have the opportunity to voluntarily complete a graduate survey about 90 days after graduation. The **eLearning Coordinator** analyses the results of this Survey and prepares a report for the Academic Senate via the Course Advisory Committee and various stakeholders. This report identifies -

- Overall course satisfaction by course award and by graduate cohort;

- Graduate destinations (i.e., work or further study);

- The percentage of graduates who are employed at graduation;

- The percentage of graduates who are employed within 90 days of graduation.

4.6 External Benchmarking

Data obtained as part of UBSS' external benchmarking arrangements with COPHE or identified provider/s inform strategies to enhance student progression rates and graduate outcomes, and help the course review process to formulate best-practice approaches and outcomes.

4.7 Annual Course Report

An Annual Course Report is prepared together with recommendations for consideration by the Academic Senate by way of the various sub committees. The data collected forms part of the UBSS Annual Report – published on the UBSS website – www.ubss.edu.au

5 Document Change Control

Version	Change Description	Date	Author
v12	Refreshed format	November 2017	Professor Ian Bofinger
V13	Refreshed and new review date embedded	August 2019	Professor Ian Bofinger