In accordance with the Course and Unit Accreditation Policy, Course Coordinators will complete an Annual Course Report and provide it to the Head of School and School Board.

The Annual Course Report is based on metrics provided (from the MIS) to the Course Coordinator in 2 separate reports:

1) Course Performance Metrics (trend)

2) Course Performance Metrics (location split)

Note: The Course Performance Metrics reports should be attached to this Course Report.

|  |  |  |  |
| --- | --- | --- | --- |
| Course Name & Code |  | | |
| Course Coordinator |  | | |
| Year |  | **Report Date** |  |

Please review the data shown in the Course Performance Metrics Reports under sections:

* Demand / Enrolments / Student Profile / Progress and Retention / Success and Completion / Student Survey results

|  |  |
| --- | --- |
| 1. Examine these data and provide any insights. Comment on any patterns, for example, differences across locations, trends across years and performance of this course compared to the University overall. | |
| Demand | *e.g. have the applications been trending up or down? Have the types of applicant changed?* |
| Enrolments | *e.g. how are the student numbers / EFTSL in this course tracking over recent years?* |
| Student Profile | *How does the equity profile compare to SCU overall?* |
| Success & Completion | *How is the success rate tracking for this course over time? Are there consistent patterns of success seen across unit sites? Please comment on the grade distribution in this course* |

|  |  |
| --- | --- |
| Progress & Retention | *How does the rate of attrition from this course compare to SCU overall? Do these figures suggest a high rate of course transfers?* |
| Student survey results | *How do the levels of student satisfaction in this course compare to the University? Are there any particular areas which might need attention?* |

|  |
| --- |
| 1. Summary of significant changes to the course delivery in this period (e.g. new delivery locations, new structure or content, course accreditation) |
|  |

|  |
| --- |
| 1. How were support services utilised in delivery of this course (e.g. Library, Academic Skills, Teaching & Learning, Technology Services)? |
|  |

|  |
| --- |
| 1. How has the course delivery ensured students are developing the appropriate Graduate Attributes? |
|  |

|  |
| --- |
| 5. Outline any particular issues affecting the course delivery in this period (e.g. staffing, facilities, course structure & content, modes of delivery, academic integrity). Relevant issues identified in the Unit reports provided this year should be included. |
|  |

|  |
| --- |
| 1. Summary and examples of best practice |
|  |

|  |
| --- |
| 1. Report on actions taken and / or planned initiatives |
|  |