

Course Reports - Course Coordinator's Procedures

Section 1 - Preamble

(1) This Policy replaces the introductory information contained in Appendix 2.20(b) and all the information contained in Appendix 2.20(c) of the Academic Policy (December 2010).

Section 2 - Definitions

(2) For the purpose of this Policy, refer to the definitions contained in the Academic Board's Definitions Policy.

Section 3 - Procedures

Part A - Annual Course Reports

(3) At the end of each year the Course Coordinator for each course will review all relevant data sets and reports. Please read the most recent Australian Graduate Survey Report (comprising GDS and CEQ) for the course as well as the First Year Experience Survey and Unit Reports. In addition, where available, the Feedback from Employers and other surveys or feedback that may have been provided through the year should be taken into consideration.

(4) The Course Coordinator may call a meeting or meetings of Unit Assessors if required: e.g. study period, major, location (to review the year's teaching and curriculum).

(5) The Course Coordinator will send the Annual Course Report to Head of School for distribution to the:

- a. Academic Advisory Committee;
- b. School Board;
- c. Deputy Vice Chancellor (Education) or Chair of Academic Standards and Quality Committee; and

(6) The School Board may refer the Report to the Academic Board where necessary.

Part B - Course Summary Report by the Course Coordinators

(7) The Course Summary Report details the findings of the four previous Annual Course Reports and is compiled by the relevant Course Coordinator. The Course Coordinator may make recommendations relating to the course.

(8) In the case of double and combined degrees the Course Coordinator will have consulted with relevant staff in the other School.

(9) The Course Summary Reports shall be forwarded to the Academic Advisory Committee and School Board for comment.

(10) The Course Summary Reports are forwarded to the Head of School and form part of the Course Review Submission.

Section 4 - Guidelines

(11) For more information regarding the annual course reports, refer to the Associated Information page.

Status and Details

Status	Historic
Effective Date	14th August 2012
Review Date	14th April 2015
Approval Authority	Secretary, Academic Board
Approval Date	10th August 2012
Expiry Date	24th March 2015
Head of Work Unit	Andrew Rose Chair, Academic Board +61 2 66203189
Enquiries Contact	Governance Services