

Course Report Guidelines

Section 1 - Annual Course Report Guidelines

No	Form Fields in Template	Instructions
1	Title for the Course	Full course title as it appears in Handbook e.g. Bachelor of Arts
2	Abbreviated Title	for the Course Abbreviated title as approved by Academic Board e.g. BA
3	Course Code	As allocated by Student Administration Services
4	Level of Award	Postgraduate or Undergraduate
5	Course Coordinator	Name of academic staff member appointed by Head of School to coordinate the course
6	Academic Organisational Unit	e.g. School of Arts and Social Sciences
7	Faculty	e.g. Faculty of Arts and Sciences
8	Location	The campus, educational collaboration or offshore location and external – whichever is relevant
9	Duration	Number of years required if studying full time e.g. 3 years
10	Total Units	The number of units studied to complete the course e.g. 24
11	Department of Education Field of Education Code (FOE)	This is a Department of Education requirement. FOE selection may directly affect the government funding cluster and student HECS Band contribution (for Commonwealth supported students). This field must show the Department of Education FOE four (4) digit code and textual description. For example, 0901 Political Science and Policy Studies Refer to the DVC and/or Mr Christopher MacFarlane in Student Services
12	Report Date	Date on which the report is submitted.

Locations

Location	Collaboration	Delivery Mode
e.g.		

Student Progression for This Year and Previous Year

(1) Course Coordinators must analyse data from Items a, b and c each year and Items d, e and f where relevant data exists.

- a. Unit Reports
- b. Course Performance Report
- c. Committee of Examiners Minutes
- d. School data: e.g. course benchmarking, industry, WIL data, accreditation, additional student data
- e. Institutional data including other surveys: e.g. CRM, PQR, Student Services, TLC and IT
- f. External data: e.g. regional, national labour market data, industry, disciplinary trends, Academic Advisory

(2) Based on the above data sets and an analysis of the responses of the Unit Assessors comment on the following matters in relation to this year and compared to the previous year.

- a. demand
- b. enrolments
- c. student profile
- d. progression and retention
- e. first year experience
- f. student satisfaction
- g. graduate outcomes
- h. graduate destination
- i. student assessment issues

Summary of Changes

(3) Did you introduce anything new into the course in the last year, eg change of assessment, change of delivery, change of content? Did you make any other major changes to curriculum or teaching? If so describe.

Assistance Utilised in Development and Delivery of this Course

(4) What type of assistance was utilised in the development and/or delivery of this course in the last year (e.g. TLC, Academic Skills Unit, Library, FLDS, IT/Blackboard Help, SCU International, other)

Graduate Attributes

(5) A summary of progress in identifying, mapping and embedding of graduate attributes for the course and the units within the course. Include a description of the level at which the graduate attributes are embedded: e.g. School, Department or course level.

Particular Course Issues in the Last Year

(6) What issues have arisen in relation to this course:

- a. Staffing/teaching?
- b. Location: e.g. moderation of assessment, equivalence of assessment, delivery.
- c. Students: e.g. academic integrity, academically at risk, English language.
- d. Internationalising the curriculum: (e.g. content, readings, assessment, teaching, delivery)

Summary and Examples of Best Practice

(7) Summarise what went well in the last year: e.g. good teaching and learning practice, assessment improvements, moderation, flexible delivery, student satisfaction and teaching awards, were there any examples of best practice.

Report on Actions Taken and/or Planned

Status and Details

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