

External Course Review and Reporting Guidelines

Section 1 - Preamble

(1) This Procedure replaces Appendix 2.20(h) of the Academic Policy (December 2010).

Section 2 - Definitions

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

Section 3 - Guidelines

Part A - Prior to the Conduct of the Review

(3) At least four weeks prior to the arrival of the External Course Review Expert, the relevant Chair, School Board, through the Secretary of the Course Review will provide the External Expert with a copy of the Course Review Submission. At the same time the Secretary of the Course Review will provide a copy of the Course Review Policy and a list of additional materials available to the Expert.

(4) The Expert will discuss with the Head of School any interviews and additional material required. The Head of School, through the Secretary will ensure the reasonable requests of the Expert are met and organised in advance of the review.

Part B - Additional reference material

(5) The following reference materials should be available for the Expert to request during the process of the review:

- a. last four Course Summary Reports
- b. Academic Advisory Committee Terms of Reference and Minutes
- c. current SCU Handbook
- d. where relevant, previous copies of the SCU Handbook
- e. most recent University review of courses eg New Directions
- f. most recent Australian Universities Quality Agency Report of an Audit of SCU
- g. current School Plan
- h. current Faculty Plan
- i. current University Strategic Plan
- j. Faculty Learning and Teaching Plan
- k. University Learning and Teaching Plan
- l. University Academic Plan
- m. University International Plan
- n. University Business Plan
- o. Unit Reports

- p. Minutes of School Boards
- q. all Unit Statements
- r. Minutes of Boards of Assessors
- s. all previous Course Review Reports

Part C - Conduct of the Review

- (6) The Expert will normally meet with the School for at least a two day period, during which time:
- a. the Course Review Submission will be comprehensively examined;
 - b. meetings may take place with staff and students, normally including the Head of School, Chair, School Board and Pro Vice Chancellor;
 - c. submissions will be reviewed and if necessary interviews conducted;
 - d. any other interviews the Expert deems necessary will be conducted; and
 - e. any matters of particular interest to the Expert will be explored.
- (7) In appraising the courses offered by the School, an Expert shall consider the following matters and include comment on them in their Report. This, however, should not limit the scope of review.
- a. Evidence of the viability, performance and quality of the Course/s
 - b. Graduate attributes
 - c. Relevance of the Course/s to other courses offered by the School, to the School Plan, the Academic Plan and the Strategic priorities of the University
 - d. Evidence of the link between research and teaching
 - e. Campus or campuses and partner institutions where course/s offered
 - f. Work integrated learning and other Industry/business links (existing, proposed or potential)
 - g. Articulation arrangements/pathways (existing, proposed or potential)
 - h. Summary of findings from the last four Annual Course Review Reports
 - i. Academic Advisory Committee recommendations and/or concerns
 - j. Resource issues
 - k. Issues concerning the course
 - l. Submissions
 - m. Student Services Group input regarding implementation of the recommendations

Part D - Report of the External Course Review Expert

(8) The Report of the External Course Review Expert shall be compiled by the Expert with assistance from the Secretary to the Course Review.

- (9) The Report of the External Course Review Expert shall include:
- a. Table of Contents
 - b. Executive Summary, including commendations, affirmations and recommendations
 - c. Body of the Report — consisting of:
 - i. Update on affirmations and recommendations and Implementation Plan from a previous review
 - ii. Short description of the Course/s under review
 - iii. Brief overview of the Courses

- iv. Issues emerging from the review process including commendations, affirmations and recommendations and their rationales
 - reaccreditation of courses for five years or as deemed appropriate
 - amendments to existing courses
 - proposed new courses or units and timelines
 - removal of courses or units from the offerings of the University and timelines
 - possible future direction for the suite of courses in the School
 - any other issues
- v. Summary of data
- vi. The review process

(10) The Report of the External Course Review Expert shall be finalised within four (4) weeks of the review.

(11) The Report shall be sent by the Expert to the School Review Administrative Officer.

(12) The Secretary shall distribute to the relevant Head of School, Deputy Vice Chancellor (Education), Chair, School Board and Secretary, School Board and the Secretary, School Review Panel.

(13) The Report shall be discussed and responded to at the next meeting of the School Board.

(14) The Head of School and Chair, School Board shall forward their responses to the Report to the School Review Administrative Officer.

(15) The School Review Panel may accept or reject the recommendations of the Report of the External Course Review Expert and make recommendations of their own.

Status and Details

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