Course Review Policy and Procedures

Policy Id	T010
Previous versions	22 February 2022
Current version	Approved by Academic Board 6 May 2025
Scheduled review date	May 2028
Threshold Standard	5.3 Monitoring, Review and Improvement
Responsible person/s	Academic Director
Appendix A	List of amendments
Appendix B	Unit Evaluation Process

1. Introduction

Adelaide Central School of Art is committed to implementing an effective monitoring and review framework to ensure the academic quality, currency, and performance of its accredited courses. This will be achieved through periodic comprehensive reviews, ongoing annual internal monitoring, and other quality assurance activities.

2. Purpose

This policy sets out the mechanisms by which ACSA monitors and reviews its accredited courses in line with the Higher Education Threshold Standard 5.3.

3. Scope

This policy applies to all of ACSA's accredited courses.

4. Definitions

4.1 Nested courses: A set of courses of study that are offered sequentially and can lead to qualifications at different Australian Qualification Framework levels. Courses at the lower qualification levels are described as 'nested' within the courses leading to qualifications at the higher levels

4.2 Quality assurance: demonstration that a desired level of quality of an academic activity has been attained or sustained.

5. Policy

5.1 ACSA will undertake a comprehensive review of its courses every five to seven years, as described in Item 7.3 Comprehensive Course Reviews.

5.2 These periodic course reviews will be informed and supported by ongoing monitoring of course performance, as described in Item 7.1 Annual Course Performance Report and Item 7.2 Other Course Quality Assurance.

5.3 ACSA's review activities will include external referencing and benchmarking with comparable courses as appropriate and in compliance with the requirements of Threshold Standard 5.3.

6. Responsibilities

6.1 The Academic Director is responsible for ensuring the Course Review Policy and Procedures are implemented by ACSA.

6.2 The Academic Administration Manager is responsible for supporting the Academic Director to implement the policy.

6.3 Administration and academic staff are responsible for participating in course monitoring and review as designated in Item 7 Procedures.

7. Procedures

7.1 Annual Course Performance Report

7.1.2 An Annual Course Performance Report (ACPR) for each course of study will be compiled by the Academic Director and the Academic Administration Manager for submission to the Academic Board.

7.1.3 The ACPR will review the performance of the course over the previous year, including but not limited to:

- Enrolment data
- Performance data, including progression rates, attrition rates, completion times and rates
- Assessment data, including results of external referencing of assessment methods and grading of students' achievement of learning outcomes for selected units of study within the course.
- Student Experience, including Semester 1 & 2 Unit Evaluation results, and Student Experience Survey results.
- Staff feedback, including feedback arising from the Unit Evaluation Process, as detailed in Appendix B.

Where appropriate, data will be benchmarked with comparable courses of study.

Data will be analysed against the performance targets identified in the Teaching & Learning Plan.

7.1.4 Annual Unit Review

The ACPR will incorporate a summary of the annual unit review conducted by the Academic Committee. Unit outlines with proposed changes requiring approval by the Academic Board will be submitted as part of this summary.

7.1.5 The Academic Director and Academic Administration Manager will collate the information from 7.1.3 and 7.1.4 and develop recommendations in consultation with the Academic Committee. The ACPR will be submitted to the Academic Board for approval.

7.2 Other Course Quality Assurance

Ongoing review of accredited courses will be undertaken through the following additional course quality assurance activities:

7.2.1 Ongoing monitoring of the Teaching & Learning Plan

7.2.2 Assessment moderation, as detailed in the Course Unit Assessment Policy

7.2.3 Benchmarking activities, as detailed in the Annual Benchmarking Plan and the Teaching & Learning Plan.

7.2.4 Unit Evaluation Process, as detailed in Appendix B

7.3 Comprehensive Course Reviews

7.3.1 Each accredited course will undergo a comprehensive course review (CCR) every 5 to 7 years, commencing at least two years prior to the end date of the current accreditation period.

7.3.2 Nested courses will be reviewed concurrently with the higher-level qualification they are nested within.

7.3.3 The CCR will be managed by the Academic Director, unless delegated by the Academic Director to another member of the Academic Committee.

7.3.4 The Academic Director will develop Terms of Reference for the review for approval by the Academic Board.

7.3.5 The Terms of Reference can be shaped to the needs of the course but should include review of the following key areas:

- Course Performance and Student Outcomes
- Admission Processes and Entry Criteria
- Course Design, Content, Learning Outcomes and Assessment
- Mode of Delivery
- Staffing and Learning Resources
- Organisational alignment, including strategic alignment and financial viability
- Opportunities and Challenges:
  - Emerging developments in the field of education/discipline
  - Changing needs of students
  - Identified risks to quality

7.3.6 The CCR should include the following external review components:

7.3.6.1 External review

The external review should be conducted by one or more suitably qualified external reviewers, whose appointment is approved by the Academic Board.

The Academic Director and Academic Administration Manager are responsible for preparing a Course Review Submission for the external reviewer/s.

The external reviewer/s will, at a minimum, review the courses against the following Threshold Standards: 1.1.1; 1.3.3-.4; 1.4.1-.4; 1.5.3; 3.1; 3.2; 3.3.1; and 5.3.

7.3.6.2 Benchmarking

Benchmarking and external referencing should be conducted with comparable accredited courses at Australian higher education providers.

This will include at a minimum benchmarking of student performance (progression rates, attrition rates, and completion times and rates) and assessment methods and grading of students' achievement of learning outcomes.

7.3.7 Current staff and students must be provided with the opportunity to give feedback on the course prior to the finalisation of the report and development of recommendations.

7.3.8 To finalise the CCR, the Academic Director should submit a report to the Academic Board for endorsement and the Board of Governors for approval. This report should include:

- a summary of the key review areas as per Item 5.3.5 of this Policy and the CCR's Terms of Reference
- the External Review report in full
- a summary of the review outcomes and recommendations

APPENDIX A: Policy Amendments

1. Version 1: Approved by the Academic Board on 22 February 2022.
2. Version 2: Updated process for annual unit review. Updated requirements for external review.

Appendix B: Unit Evaluation Process

Completion

- Students complete online evaluations at the end of semester for the units in which they are enrolled.

Evaluation summaries

- The Administration Assistant generates an evaluation summary for each unit. *The summaries collate the data to ensure anonymity*.

Distribution of summaries

- Heads of Department (HoDs) are provided with an evaluation summary for each class in their department.
- Lecturers are provided with an evaluation summary for each class they taught during the semester.

Analysis and Reporting

- HoDs discuss the evaluation summaries with each lecturer and develop reccomendations as required.
- HoDs provide a verbal report at the Academic Committee meeting.
- HoDs develop a written Unit Evaluation Report, which is submitted to the Academic Board.

Recommendation + Implementation

- HoDs finalise reccomendations, taking into account feedback from the Academic Committee and Academic Board.
- Recommendations are implemented.
- Students are provided with a summary of actions implemented in response to the unit evaluations.