

# Course Monitoring and Review Policy and Procedure

Approving body	Academic Board
Date approved	20 Jan 2025
Date of effect	Commencement of operation
Next scheduled review	Two years from when policy commences
Policy owner	Academic Dean
Policy contact	Academic Dean
Related Documents	<a href="#"><u>Course Development and Approval Policy and Procedure</u></a> <a href="#"><u>Course Discontinuation and Teach Out Policy and Procedure</u></a> <a href="#"><u>Quality Assurance Framework</u></a> <a href="#"><u>Course Monitoring and Review Policy and Procedure</u></a> <a href="#"><u>Course Monitoring and Review Schedule</u></a>
Higher Education Standards Framework (HESF) 2021 (Cth)	Standard 5.3.1 Standard 5.3.2 Standard 5.3.3 Standard 5.3.4 Standard 5.3.5 Standard 5.3.6 Standard 5.3.7 Standard 6.3.2 Australian Qualifications Framework (AQF) Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act) Education Services for Overseas Students Act 2000 (ESOS Act)

## Purpose

1. The Course Monitoring and Review Policy and Procedure sets out the guiding principles and procedure for quality assurance monitoring and review of courses at Zenith Innovation Institute (**Zenith / the Institute**).
2. Zenith is committed to ensuring that:
  - (a) the structure and content of its courses are aligned with the changing needs of industry, while reflecting requirements of relevant professional requirements, the *Australian Qualifications Framework* and the *Higher Education Standards Framework (Threshold Standards) 2021*;
  - (b) improvements to course structure and content:
    - (i) are informed by feedback from academic staff and students where appropriate;
    - (ii) are consistent with sector benchmarks; and
    - (iii) reflect emerging developments in the discipline of the course.
3. This Policy gives effect to the Institute's commitment to course quality and currency by setting out how the Institute will monitor, review its courses and implement relevant continuous improvement.

## Scope

4. This Policy applies to:
  - (a) the governing bodies with responsibility for course monitoring and review, including the:
    - (i) Learning and Teaching Committee (when established);
    - (ii) Course Development Committee;
    - (iii) Academic Board; and
    - (iv) Governing Board;
  - (b) all courses offered by the Institute;
  - (c) All relevant academic and administrative staff

## Policy

### Principles

5. The Institute will conduct course reviews according to the following principles:
  - (a) **Evidence-based:** Monitoring and review of courses and their individual units will be based on student and staff feedback, student performance data and benchmarking.
  - (b) **Robustness:** Comprehensive course reviews will involve and incorporate independent course reviewers' feedback and benchmarking.
  - (c) **Contemporary:** Course reviews will reflect emerging developments in the discipline and industry needs.
  - (d) **Rigour:** The Institute will conduct a rigorous review process comprising of interim monitoring of units at the end of each semester, annual review of courses, and comprehensive independent review at least every **five** years, taking into consideration internal and external evidence and feedback.

## Cycle of monitoring, review and improvement

6. Courses and units offered by Zenith will have an interim review / monitoring at regular intervals under the oversight of the Teaching and Learning Committee to ensure ongoing quality assurance on the basis of criteria outlined in this Procedure.
7. More comprehensive reviews of units and courses are carried out by an independent expert at least every five years.
8. Courses will be improved as required and informed by results of interim monitoring and comprehensive course reviews.

## Procedure

### Interim monitoring

#### Unit level

9. All units will be evaluated at the end of each semester or teaching period.
10. The evaluation will include:
  - (a) results of student feedback of units taught through surveys at the end of the teaching period. Completed surveys will be collated by the Course Coordinator for detailed analysis;
  - (b) academic staff feedback on the delivery of the unit (e.g. are content, teaching materials and resources appropriate for the level of the unit);
  - (c) outcomes of assessment moderation;
  - (d) academic integrity incidences; and
  - (e) analysis of grade distributions and student progression data at the unit level.
11. The Course Coordinator will conduct a detailed analysis and provide a report to the Learning and Teaching Committee for consideration and recommendations to Academic Board as appropriate.

### Annual review

#### Course level

12. The Institute will review its courses annually, at the end of the academic year, once academic data is finalised.
13. Annual course monitoring involves analysis of the following data, if available:
  - (a) grade distribution;
  - (b) progression rates;
  - (c) retention rates;
  - (d) completion rates and times;
  - (e) success rates;
  - (f) high fail rates;
  - (g) academic integrity issues;
  - (h) teaching quality;

- (i) benchmarking; and
- (j) graduate outcomes.

14. The data will be analysed under the following categories:

- (a) domestic/international student;
- (b) for international students: country of origin;
- (c) admission category (e.g. ATAR, IELTS, previous qualification, credit transfer, or other); and
- (d) education agent.

15. A report based on an analysis of such data will be prepared by the Academic Dean and will identify areas for improvement including, but not limited to:

- (a) entry requirements
- (b) termination of agreements with specific education agents
- (c) changing student recruitment and admission strategies;
- (d) student support strategies and measures.

16. Consultation with industry stakeholders will be undertaken to inform the course review?

17. The annual course monitoring report will be submitted to the Learning and Teaching Committee and Academic Board.

18. The Academic Board will instruct the Course Development Committee to oversee any appropriate changes to the content and structure of courses.

## Comprehensive course review

19. All courses offered at the Institute will undergo a comprehensive independent review at least once every five years.

20. A comprehensive course review is conducted by an independent expert. Selection and appointment of the external discipline expert will follow the process set out in the *Course Development and Approval Policy and Procedure*.

21. The review will include:

- (a) course content and structure, as specified in Standard 5.3.2 of the *Higher Education Standards Framework (Threshold Standards) 2021* and informed by research on emerging developments in the discipline of the course;
- (b) student outcomes, through:
  - (i) benchmarking with higher education providers offering a similar course; and
  - (ii) analysis of trends in student performance data;
- (c) analysis of publicly available information on market demand, trends and changes; and
- (d) the adequacy of academic teaching staff:
  - (i) numbers and qualifications;
  - (ii) scholarly activity relevant to the discipline; and
  - (iii) professional development activities relevant to teaching and learning.

22. The comprehensive course reviews will be informed by findings from all annual reviews and interim monitoring undertaken.

23. Outcomes, findings and recommendations arising from comprehensive reviews of each course will be detailed in a report provided to:

- (a) the Academic Board for decision on potential changes to the course; and
- (b) the Governing Board for noting as well as approval of recommendations that are within the remit of the Governing Board, including resourcing.

## Responsibilities

24. The Academic Dean is accountable for monitoring the implementation of this Policy including:

- (a) delegating to other staff the collation and analysis of student performance data for analysis; and
- (b) preparation of reports for outcomes of interim monitoring, annual reviews and comprehensive reviews of the Institute's courses.

25. The Course Development Committee is responsible and accountable for:

- (a) considering reports for outcomes of interim monitoring, annual reviews and comprehensive reviews of the relevant the Institute's courses;
- (b) making recommendations in response to findings from the interim, annual and comprehensive course reviews;
- (c) preparation of reports for outcomes of interim monitoring, annual reviews and comprehensive independent reviews of the Institute's courses; and
- (d) implementing instructions from Academic Board following outcomes from interim or comprehensive reviews.

26. The Academic Board is responsible for:

- (a) approving recommendations for minor changes to units and courses arising from interim, annual and comprehensive course reviews;
- (b) convening working groups to implement these minor course changes;
- (c) ensuring the Institute's courses meet the HESF and the AQF standards; and
- (d) continuous improvement and quality assurance.

27. The Governing Board is accountable for approving:

- (a) the submission of applications to TEQSA for renewal of the Institute's courses following the Academic Board's approval and Governing Board's endorsement.

## Definitions

28. For the purposes of this Policy, the following terms are defined as follows:

Term	Definition
Annual review	Review of courses at the end of the academic year and after finalisation of student grades.
Comprehensive review	Review of courses at least every five years after accreditation by TEQSA, to be undertaken by an external discipline expert.
Courses	The Institute's TEQSA-accredited courses.

Term	Definition
Independent expert	<p>A person who:</p> <ul style="list-style-type: none"> <li>▪ is independent of Zenith Innovation Institute</li> <li>▪ has significant knowledge in the discipline of the course</li> <li>▪ holds appropriate qualifications combined with relevant and recent professional experience, and</li> <li>▪ is recognised as an expert by peers which is evident from relevant publications, memberships, academic grants and awards.</li> <li>▪ is considered suitable with regard to expertise and independence<sup>1</sup></li> </ul> <p><i>Note TEQSA's guidance to providers on selecting a suitable independent expert including consideration of the factors relating to expertise and independence.</i></p>
Interim monitoring	Evaluation of units at the end of each semester.
Learning outcomes	Learning outcomes at the unit and course level.

## Version control

Version	Changes	Approval Body	Approval Date
1.0	Original	Academic Board	
1.1	<p>Point 5 d) updated to “....review at least every five years, taking in...”</p> <p>Point 7 updated to “...are carried out by an independent expert at least every five years.”</p> <p>Point 15 amended to “A report based on an analysis of such data will be prepared by the Academic Dean and will identify areas for improvement including, but not limited to:</p> <ul style="list-style-type: none"> <li>a) entry requirements</li> <li>b) termination of agreements with specific education agents</li> <li>c) changing student recruitment strategies;</li> <li>d) student support strategies and measures.”</li> </ul> <p>Point 16 added “Consultation with industry stakeholders to inform the course review”</p> <p>Point 26 d) added “oversee a course of continuous”</p> <p>Point 27 a) added “....Academic Board’s approval and Governing Board’s endorsement.”</p>	Academic Board	09 Feb 2024

<sup>1</sup> <https://www.teqsa.gov.au/guides-resources/resources/sector-updates-and-alerts/engaging-independent-expert-undertake-review>



	In Definitions, Comprehensive Review, amended to “....every five years after...”		
1.2	<p>Under Related Documents added “Course Monitoring and Review Policy and Procedure</p> <p>Course Monitoring and Review Schedule”</p> <p>Under Higher Education Standards Framework (HESF) 2021 (Cth) added “Australian Qualifications Framework (AQF)</p> <p>Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)</p> <p>Education Services for Overseas Students Act 2000 (ESOS Act)”</p>	AB	20 Jan 2025