

Course Monitoring and Review Schedule

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Schedule for Course Monitoring and Review

A proposed course monitoring and review schedule has been prepared as required by the TEQSA Confirmed Evidence Table (refer to rows 5.3.1, 5.3.2 and 5.3.4). This is set out in Table 1, below and is based on the Course Monitoring Policy and Procedure.

Table 1. Course Monitoring and Review Schedule

Type of Monitoring and Review	Timeline	Action	Responsibility	Governance
Interim Monitoring	End of every semester	Collates results from unit evaluation Prepare report based on collated results Consideration by Learning and Teaching Committee and Academic Board	Academic Dean	Learning and Teaching Committee
Annual Course Review	Mid-November to mid-December of every year	Collate and analyse student performance data Prepare report based on data analysis	Academic Dean	Learning and Teaching (endorse) Academic Board (approve)
Comprehensive Course Review (five years after TEQSA accreditation)	February	Select independent experts appointed to review course	Academic Dean (recommend)	Academic Board (approve)
		Report prepared for Academic Board	Independent expert	Academic Board (approve)
	April	Convene working group to implement expert recommendations	Academic Dean Learning and Teaching Committee (oversight)	Academic Board (updated)
	Mid-April	Implement expert recommendations	Learning and Teaching Committee	Academic Board (approve)
	May	Approve changes to course	Learning and Teaching Committee (endorse)	Academic Board (approve)

Type of Monitoring and Review	Timeline	Action	Responsibility	Governance
	End of May	Approve any recommendations falling within its delegated decision-making power	Academic Board (endorse)	Governing Board (approve)

Version control

Version	Changes	Approval Body	Approval Date
1.0	Original	Academic Board	
1.1	Comprehensive Review amended “Academic Board to endorse and Governing Board to approve.”	Academic Board	09 Feb 2024
1.2	Added “and is based on the Course Monitoring Policy and Procedure”	AB	20 Jan 2025



Template – Interim Monitoring Report

A draft template for interim monitoring reporting has been prepared as required by the TEQSA Confirmed Evidence Table (refer to rows 5.3.1, 5.3.2 and 5.3.4).

Report to Teaching and Learning Committee	Results of interim monitoring of the [INSERT COURSE NAME]
Prepared by	Academic Dean

Background

[Background and context for this for interim monitoring and report]

Results

Student Evaluation of Units

Summary of results for UNIT NAME	Summarise results from student evaluation of units Include tables as required
Summary of results for UNIT NAME	Summarise results from student evaluation of units Include tables as required
Summary of results for UNIT NAME	Summarise results from student evaluation of units Include tables as required
Summary of results for UNIT NAME	Summarise results from student evaluation of units Include tables as required

Academic Staff Feedback

Summary of results for UNIT NAME	Summarise feedback from academic staff Include recommendations if relevant
Summary of results for UNIT NAME	Summarise feedback from academic staff Include recommendations if relevant
Summary of results for UNIT NAME	Summarise feedback from academic staff Include recommendations if relevant
Summary of results for UNIT NAME	Summarise feedback from academic staff Include recommendations if relevant

Outcome of assessment moderation

UNIT NAME	Summarise outcome and findings
UNIT NAME	Summarise outcome and findings



UNIT NAME	Summarise outcome and findings
UNIT NAME	Summarise outcome and findings
UNIT NAME	Summarise outcome and findings

Analysis of grade distributions and student progression data

UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant



Template – Annual Course Review

A draft template for annual course review reporting has been prepared as required by the TEQSA Confirmed Evidence Table (refer to rows 5.3.1, 5.3.2 and 5.3.4).

Report to Teaching and Learning Committee	Results of annual review of the [INSERT COURSE NAME]
Prepared by	Academic Dean

Background

[Background and context for this annual course monitoring and report]

Results

Grade distributions

UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant

Progression rates

UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant



Attrition rates

UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant

Completion rates and times

UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant
UNIT NAME	Summarise outcome and findings Include recommendations if relevant

Graduate outcomes

[Summarisation of relevant findings]



Template – Comprehensive Course Review Report

A draft template for comprehensive course review reporting has been prepared as required by the TEQSA Confirmed Evidence Table (refer to rows 5.3.1, 5.3.3 and 5.3.4).

Report to the Academic Board	Results of annual review of the [INSERT COURSE NAME]
Prepared by	[Name of independent expert]
Qualifications and experience	[Position and brief summary of credentials of independent expert]
Signature	

[Sample questions are offered below for the purpose of applying for registration with TEQSA but will be finalised upon course delivery]

Course Content and Structure

1. Is the content and structure of the course consistent with emerging developments in the field?

Learning Outcomes and Assessment Methods

2. Having regard to the Institute's student performance data, are assessment tasks consistent with the learning outcomes?

Adequacy of Academic Staff

3. Are numbers of academic teaching staff sufficient for the number of Institute students?
4. Are academic staff qualifications and experience in teaching and learning appropriate to the course and can lead students in intellectual inquiry?

Implications of Findings from Interim Monitoring and Annual Reviews

5. Outcomes from interim monitoring and annual reviews have been provided for your review. As an independent expert, what are key improvements that could be made to the course?

Overall Findings

6. From an independent perspective, what are your overall findings?

Recommendations

7. As an independent expert, what are your recommendations?