



# Course Monitoring and Review Policy and Procedure

## Purpose

1. The Australian International Institute of Higher Education ('the Institute') is committed to ensuring that:
  - a) the structure and content of its courses are aligned with the changing needs of industry while reflecting the requirements of the *Australian Qualifications Framework* and the requirements of the Higher Education Standards Framework (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
    - iii. reflect emerging developments in the discipline of the course.
2. This Policy gives effect to the Institute's commitment to course quality and currency by setting out how the Institute will monitor and review its courses.

## Scope

3. This Policy applies to:
  - a) all courses offered by the Institute
  - b) the Academic Dean
  - c) the Course Coordinators
  - d) the governing bodies with responsibility for course monitoring and review, which are the:
    - i. Teaching and Learning Committee
    - ii. Course Advisory Committee
    - iii. Academic Board
    - iv. Governing Council.

## Definitions

4. There are no specific definitions for this Policy.

## 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 subjects will be based on student and staff feedback, student performance data and benchmarking.
  - b) **Robustness:** comprehensive course reviews will involve and incorporate external 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 subjects at the end of each semester, annual review of courses and a comprehensive review after five years, taking into consideration internal and external evidence and feedback.

### **Cycle of monitoring, review and improvement**

- 6. AllIHE subjects and courses are monitored on an interim basis 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 subjects and courses are carried out by an independent disciplinary expert every five years.
- 8. Courses will be improved as required and informed by the results of interim monitoring and comprehensive course reviews.

## ***Procedure***

### **Interim monitoring**

#### ***Subject level***

- 9. Subjects for all courses offered at the Institute will be evaluated at the end of each semester.
- 10. The evaluation will involve:
  - a) results of student evaluation of units through surveys at the end of the teaching period. Completed surveys will be collated by teaching staff and provided to the Course Coordinator for detailed analysis
  - b) academic staff feedback on the delivery of the unit (e.g. are content and textbooks appropriate to the level of the unit)
  - c) outcomes of assessment moderation
  - d) analysis of grade distributions and student progression data at the subject level.
- 11. The Academic Dean will collate the data specified under Clause 10 and provide a report to the Teaching and Learning Committee for their consideration and recommendations to the Academic Board as appropriate.

### **Annual review**

#### ***Course level***

- 12. The Institute will review its courses on an annual basis, at the end of the academic calendar year, after all academic data is finalised.
- 13. Annual course monitoring involves analysis of the following data, if available:<sup>1</sup>
  - a) grade distribution
  - b) progression rates
  - c) retention rates
  - d) completion rates and times

<sup>1</sup> Student retention and completion rates, completion times and graduate outcomes may not be available in certain situations, such as when QIHE commences delivery or introduces a new course.



- e) 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 (ATAR, IELTS, previous qualification, credit transfer)
  - 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 entry requirements, termination of agreements with specific education agents; changing student recruitment strategies; and student support strategies and measures.
- 16. The annual course monitoring report will be submitted to the Teaching and Learning Committee which will make recommendations to the Academic Board.
- 17. The Academic Board will instruct the Course Advisory Committee to oversee any changes required to the content and structure of courses as appropriate.

### **Comprehensive course review**

- 18. All courses offered at the Institute will undergo a comprehensive review at least once every five years.
- 19. A comprehensive course review is conducted by an external discipline expert. Selection and appointment of the external discipline expert will follow the process set out in the *Course Development Policy*
- 20. The review will include:
  - a) course content and structure against relevant provisions in 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
    - ii. analysis of trends in student performance data
  - c) analysis of publicly available information on market demand, trends and changes
  - d) the adequacy of academic teaching staff:
    - i. numbers and qualifications
    - ii. scholarly activity relevant to the discipline
    - iii. professional development activities relevant to teaching and learning.
- 21. A comprehensive course review will have regard to the findings in annual course monitoring reports and subject-level reports prepared in the intervening years.
- 22. The outcome of the comprehensive course review will be a detailed report for each course, which will be provided to:
  - a) the Academic Board for decision on potential changes to the course; and
  - b) the Governing Council for noting and approval of changes that are within the remit of the Governing Council.

### **Responsibilities**

- 23. The Academic Dean will:



- a) monitor the implementation of this Policy
  - b) Coordinate cross-campus course-level, subject-level and comprehensive review activities through the Course Coordinators and other teaching staff
  - c) collate relevant data at the end of each monitoring period and prepare reports for the Teaching and Learning Committee.
24. The Teaching and Learning Committee will make recommendations to the Academic Board on potential improvements to subjects and courses on the basis of reports submitted by the Academic Dean.
25. The Course Advisory Committee is responsible for implementing instructions from the Academic Board following outcomes from interim or comprehensive review.
26. The Academic Board is responsible for:
- a) approving recommendations for changes to subjects and courses arising from interim or comprehensive review and instructing its respective subcommittees to make changes to curriculum and/or policies and practice as appropriate
  - b) ensuring the qualifications issued by the Institute complies with the *Higher Education Standards Framework (Threshold Standards) 2021* and the *Australian Qualifications Framework*
  - c) ensuring that the Institute's coursework satisfies accreditation standards of relevant professional associations
  - d) overseeing the governance and quality assurance of the Institute's courses.



## Associated information

<b>Approving body</b>	Academic Board
<b>Date approved</b>	18 August 2020
<b>Date of effect</b>	Commencement of operation
<b>Scheduled review</b>	Two years from when policy commences
<b>Current version approval date</b>	09/08/2024
<b>Next review date</b>	09/08/2026
<b>Policy owner</b>	Academic Dean
<b>Policy contact</b>	Academic Dean
<b>Related AIIHE Documents</b>	Course Development and Amendment Policy and Procedure Course Discontinuation Policy and Procedure
<b>Higher Education Standards Framework (Threshold Standards) 2021 (Cth)</b>	Standard 5.3: ss 1-7 Standard 6.3; ss 2
<b>Other related external instruments/documents</b>	

## Document history

Version	Author	Changes	Approval Date
1.0	Not applicable	Original version	18 August 2020
1.1	Compliance Officer	Reviewed to align with the HESF 2021, responsibilities were strengthened along with adding the functions of cross-campus coordination by the Academic Dean, and the footer was updated with current addresses.	9 August 2024

*N.B. The document is uncontrolled when printed! The current version of this document is maintained on the AIIHE website at [www.aiihe.edu.au](http://www.aiihe.edu.au).*