

COURSE MONITORING AND REVIEW POLICY

Policy owner	Education Committee
Policy category	Academic
Policy status	Approved
Approval body	Academic Board
Last amended	2 nd June 2023

PURPOSE

The Course Monitoring and Review Policy sets out principles and procedure for the monitoring and review of existing higher education courses at MIECAT.

SCOPE

This policy applies to all higher education courses offered at MIECAT, and all governing bodies and individuals who are accountable for monitoring and reviewing higher education courses.

POLICY AND PROCEDURES

This policy outlines a framework for continuous improvement of MIECAT's courses to ensure the content is relevant and captures emerging concepts, and the learning outcomes consistent with by the *Australian Qualifications Framework (AQF)*.

1. Principles

The review of MIECAT's courses will be guided by the following principles:

- Evidence-based: monitoring and review of courses and their individual subjects will be based on student and staff feedback, student performance data and benchmarking.
- Robustness: comprehensive course reviews will be informed by interim course monitoring, external course reviewers' feedback and benchmarking.

- Contemporary: course reviews will reflect emerging developments in the discipline and community needs.
- Rigour: MIECAT 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.

2. Interim monitoring

At the end of each semester, all subjects will be evaluated based on the following:

- Results of student evaluation of subjects that are collated by teaching staff for detailed analysis by the Course Coordinator
- Academic staff feedback on the delivery of the subjects (e.g. are content and multi-modal material appropriate to the level of the subject)
- Outcomes of assessment moderation
- Analysis of grade distributions and student progression data at the subject level

The Course Coordinator will collate the evaluation outcomes and provide a report to the Education Committee for their consideration and recommendations to Academic Board as appropriate.

3. Annual Review

3.1 MIECAT will review its courses annually.

3.2 At the end of the academic year, the following student performance data will be collated and analysed:

- grade distributions
- progression rates
- attrition rates
- completion rates and times
- graduate outcomes.

3.3 The student performance data will be disaggregated (base size permitting) into the following categories and analysed:

- Mode of delivery (face to face, online)
- Entry pathway (e.g. direct entry, credit transfer).

3.4 Analysis of the above student performance data will be used to identify areas for improvement in how MIECAT operates and delivers its courses, such as entry

requirements, student support strategies and measures, and student recruitment strategies.

3.5 A report containing the data analysis and recommendations for improvement will be submitted to the Education Committee, which will inform the Academic Board of the improvement measures required.

3.6 If improvement measures require minor course changes, the Academic Board will convene a working group to oversee changes to course content and structure.

4. Comprehensive Review

4.1 Five years after accreditation by the Tertiary Education Quality and Standards Agency (TEQSA), a course will undergo a comprehensive course review, which will be conducted by an independent discipline expert who has significant knowledge in the discipline of the course; holds appropriate qualifications combined with relevant and recent professional experience, and is recognised as an expert by peers which is evident from relevant publications, memberships, academic grants and awards.

4.2 The following aspects of the course will be covered in a comprehensive review:

- Course content and structure, which will be reviewed against relevant provisions in the *Higher Education Standards Framework (Threshold Standards) 2021* and informed by research on emerging developments in the disciplines of the course.
- Student outcomes through:
 - Benchmarking with other Institutes of Higher Education offering similar courses covering:
 - expected learning outcomes
 - consistency of expected learning outcomes with assessment methods
 - extent of students' achievement of those learning outcomes
 - Analysis of trends in student performance data
- The adequacy of academic teaching staff including
 - numbers (load, ongoing/casual), qualifications
 - discipline-related scholarly activity
 - professional development activities relating to teaching and learning.

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

4.4 Outcomes, findings and recommendations arising from a comprehensive review of each of MIECAT's courses will be detailed in a report, which will be provided to the Academic Board for decision on changes to the course, and the MIECAT Council for noting and approval where the recommendations fall within Council's delegated decision-making power.

RESPONSIBILITY FOR IMPLEMENTATION

1. The Education Committee is responsible for monitoring the implementation of this policy and procedure, including:

- delegating to other staff the collation and analysis of student performance data for analysis
- preparation of reports for outcomes of interim monitoring, annual reviews and comprehensive reviews of MIECAT's courses.
- considering reports for outcomes of interim monitoring, annual reviews and comprehensive reviews of MIECAT's courses
- making recommendations in response to findings from the interim, annual and comprehensive course reviews.

2. The Academic Board is responsible for:

- approving recommendations for minor changes to subjects and courses arising from interim, annual and comprehensive course reviews
- convening working groups to implement these minor course changes
- ensuring MIECAT's courses meet the *Higher Education Standards Framework* and the *Australian Qualifications Framework*.

3. MIECAT Council is responsible for approving:

- any recommendations from the interim, annual and comprehensive course reviews that falls within the remit of Council's delegated decision-making powers
- the submission of applications to TEQSA for renewal of MIECAT's courses following the Academic Board's approval.

KEY STAKEHOLDERS

All Academic staff and students at MIECAT

SUPPORTING DOCUMENTS

Tertiary Education Quality and Standards Agency Act 2011

Higher Education Standards Framework (Threshold Standards) 2021

MIECAT Annual Course Coordinator Report template

MIECAT Strategic Plan

MIECAT Teaching and Learning Plan

MIECAT Quality Assurance Policy

VERSION HISTORY

Date of Issue	Version	Author	Summary of changes
29 th April 2014	0.1	Jan Allen	Reviewed by Academic Board
4 th June 2014	0.2	Jan Allen	Amended with recommendations by Academic Board
5 th June 2014	1.0	Jan Allen	Reviewed and approved by MIECAT Council
27 th May 2021	2.0	S. Bush	Reviewed by Academic Board
20 th March 2023	3.0	J. Mitchell	Reworked to align with HES Section 5.3, renamed Course Monitoring and Review Policy
2 nd June 2023	3.1	L. Tann	Editorial update to Section 2 multimodal material, Section 3.3 disaggregate dependent on base size

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