

Data and Information Capture for the School Review process

Scoping Document

June 2008

Terms of Reference

Term of Reference 1. Teaching and Learning

Term of Reference:

Achievements relating to teaching will particularly focus on the quality, scope, focus, direction, balance and content of discipline courses and teaching at undergraduate and postgraduate levels, including any current or future collaborative teaching arrangements, in light of teaching and learning indicators, which may include (but not be limited to):

- enrolment trends,
- attrition rates,
- success rates,
- student and graduate satisfaction,
- the perception of key external stakeholders,
- student requirements (cultural, language or otherwise),
- comparisons with alternative programs within Australia, and
- the award and application of teaching grant monies

The panel will assess the extent to which courses and units currently make use of appropriate flexible learning techniques (including the LMS presence, the degree of online development and student usage, the extent of podcasting and other relevant teaching aids, and the currency of online materials).

The panel will further assess the extent to which strategies have been implemented to address enrolment, attrition, and learning issues, and otherwise improve quality outcomes of courses within the School.

Term of Reference 2 Research

Achievements relating to research will particularly focus on the research performance of the School and its constituent disciplines, including any collaborative research activities, with regard to their:

- research activity, quality and impact, outcomes,
- awarded research grants,
- research publications,
- consultancies; and
- research training quality

Term of Reference 3. Community Service

Achievements relating to service to the University, the community and the constituent discipline/s will particularly focus on the role played by the School and its constituent disciplines in relation to its relevant industries, professions, professional associations, partners and the community;

Term of Reference 4. Financial, Organisational, Staffing and Resource Management:

The Review Panel will assess the School's management of its resources, and will recommend improvements in the organization, staffing profile and resource management of the School in the context of forward estimates, budgetary and resource constraints, School staffing profile, discipline expertise, anticipated developments in the constituent disciplines, and the strategic plans of the University, Faculty and School.

The Review Panel will assess:

- the organizational structure of the School;
- administration and staffing arrangements of the School;
- the effectiveness of the School's use of resources in relation to accommodation, space, and teaching and research equipment and other facilities;
- the financial management of the School, its budgetary strategies and financial allocations;
and
- the performance of the School in providing an effective working and learning environment for staff and students in each of its disciplines.