Course Review – Step 2

 [Course Name (s)]

PANEL REPORT

[insert date of report]

**Details of Course Review**

|  |  |
| --- | --- |
| **Name of Course/s being reviewed:** |  |
| **Date of this Review:** | *The forward schedule for course reviews is developed in conjunction with the Schools and is reported annually to the December meeting of Academic Board*  |
| **Review Panel Members:** | *For membership requirements refer to clauses 22 to 25 of the Quality Assurance Procedures for Courses and Units (Coursework)* |
| **Panel Report Authors:** |  |
| **Date of last review:** |  |
| **TRIM Ref:**  | *Please ensure that this document is lodged in the Course Review Container set up for this review, Even if it is in draft you can create different versions culminating in the finalised/approved version.* |

**Next Steps**

*Following completion of the Panel Report, the next step is to prepare the School Response to the Panel Report. Once complete please provide a copy of both documents plus the self-review report to Education Quality Directorate (*xxxx*@une.edu.au**), who will liaise with the DVC. The DVC will consider all documents and has approval authority for the School Response.*

EXECUTIVE SUMMARY

# Terms of Reference for the Review

As per clause 26 of the [Quality Assurance Procedures for Courses and Units (Coursework)](https://policies.une.edu.au/view.current.php?id=00226), the Course Review Panel will consider and make recommendations on:

1. the overarching philosophy of the course(s);
2. the structure of the course including how the Course Learning Outcomes and Graduate Attributes are being achieved (requires course mapping);
3. the quality of the teaching and learning including learning materials (requires student feedback, survey data from units, results of course monitoring and results of unit and assessment benchmarking) as well as student retention, progression and completions;
4. the relevance of the Course(s) to the requirements of employers, and to students, including the capacity of the courses to equip students for ongoing participation in changing communication environments;
5. the relationship of the Course to the strategic goals of the University, including the potential for the Course(s) to form the basis of productive collaborations with other organisations;
6. resources, including the staffing and infrastructure required for the delivery, continuous improvement and strategic growth of the Course(s) in a competitive environment;
7. future directions for the Course(s) and the staffing profile required to meet these future needs; and
8. any other matters the Course Review Panel considers appropriate.

# Summary of Review Outcomes

Recommendations should be 1-2 sentences each, and able to be achieved in a 12-month period. Typically, a review would not have more than 10 recommendations, noting the panel may endorse some recommendations made in the self review, and add their own.

## Self Review Recommendations (add/delete rows as necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Course**  | **Self Review Recommendation** | **Endorsed by Panel as is** | **If no, explanation** | **Revised Recommendation, if applicable** |
|  |  |  | [ ]  Yes [ ]  No |  |  |
|  |  |  | [ ]  Yes [ ]  No |  |  |
|  |  |  | [ ]  Yes [ ]  No |  |  |
|  |  |  | [ ]  Yes [ ]  No |  |  |
|  |  |  | [ ]  Yes [ ]  No |  |  |
|  |  |  | [ ]  Yes [ ]  No |  |  |
|  |  |  | [ ]  Yes [ ]  No |  |  |

## Further Recommendations (add/delete rows as necessary)

|  |  |  |
| --- | --- | --- |
| **#** | **Course**  | **Recommendation** |
|  |  |  |
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## Commendations (add/delete rows as necessary)

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| **#** | **Course**  | **Commendation** |
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## General Comments

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| If you wish to make any overall comments on the course/s arising from the review, make them here. This is normally not more than a couple of paragraphs.  |

COURSE REVIEW

# Course Overview

|  |  |
| --- | --- |
| **Section** | **Appropriately Captured in Self Review** |
| 1.1 Course Philosophy and Approach  | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 1.3 Course Design and Content, including Course Design Framework | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 1.4 Scholarship, Research Teaching-Nexus and Staff Qualifications | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 1.5 Requirements for International Students | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 1.6 Articulation Arrangements, Partnerships, and Place Based Education | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 1.8 Learning Environment and Opportunities  | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 1.7 Continuous Improvement  | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |

Commentary

|  |
| --- |
| *For any sections marked as “Yes, but”, “No, but”, or “No”, include a paragraph here explaining the decision of the panel in more detail. This may also lead to the review panel making a recommendation (but is not required to).* *In addition, if the section has been marked as “Yes”, or “Yes, but”, the review panel may wish to consider whether they wish to make a commendation (but is not required to), and explain that in this section.*   |

# Benchmarking of Student Demographics, Evaluations, Qualifications, Assessment and Grades

|  |  |
| --- | --- |
| **Section** | **Appropriately Captured in Self Review** |
| 2.1 Admissions, Trends, and Grade Distribution | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 2.2 Student Evaluations | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 2.3 Employment Outcomes | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 2.4 Benchmarking of Qualifications at Other Institutions | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 2.5 Peer Review of Grading and Assessment | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |

Commentary

|  |
| --- |
| *For any sections marked as “Yes, but”, “No, but”, or “No”, include a paragraph here explaining the decision of the panel in more detail. This may also lead to the review panel making a recommendation (but is not required to).* *In addition, if the section has been marked as “Yes”, or “Yes, but”, the review panel may wish to consider whether they wish to make a commendation (but is not required to), and explain that in this section.*   |

# Strategy

|  |  |
| --- | --- |
| **Section** | **Appropriately Captured in Self Review** |
| 3.1 Market Position | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 3.2 Submissions | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 3.3 Retention and Engagement  | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 3.4 Future Direction | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |
| 3.5 Strategic Alignment | [ ]  Yes [ ]  Yes, but [ ]  No, but [ ]  No |

Commentary

|  |
| --- |
| *For any sections marked as “Yes, but”, “No, but”, or “No”, include a paragraph here explaining the decision of the panel in more detail. This may also lead to the review panel making a recommendation (but is not required to).* *In addition, if the section has been marked as “Yes”, or “Yes, but”, the review panel may wish to consider whether they wish to make a commendation (but is not required to), and explain that in this section.*   |