

Annual Course and Unit Review Procedure

This procedure supports the Curriculum Evaluation and Review Policy PL245 [ac094]

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1. Definitions

Name	Description
Academic Board	The board established by section 18 of the Edith Cowan University Act 1984 .
action plan	A detailed plan outlining the actions required to improve a unit or course as a result of a review.
Annual Course Review	An annual review of a course completed in accordance with these Procedures.
Annual Unit Review	An annual review of a unit completed in accordance with these Procedures.
Annual Unit Review Period	Is the period of approximately 6 weeks in which an Annual Unit Review must be completed as specified in accordance with these Procedures.
course	A program of study necessary to qualify for an award of the University or a non-award course approved in accordance with ECU policy.
coursework	A method of teaching and learning that leads to the acquisition of skills and knowledge that does not include a major research component.
Course Consultative Committee	The Course Consultative Committee is a forum comprising members from industry, employers and the community. It provides high level advice to the University about courses, teaching, research, and professional and community engagement.
Curriculum Approval Publication System (CAPS)	The central repository for all curriculum related processes such as creating, modifying or archiving curriculum items and publications
ECUonQ	The web-based application used by Unit and Course Coordinators to review units and courses at the end of each semester and/or year.
unit	A unit of study (or, in the case of a VET qualification, a unit of competency as that term is defined under relevant legislation).

2. Purpose and Scope

The objective of this procedure is to assist unit coordinators and course coordinators in completing annual coursework unit and course reviews, as required by the Curriculum Evaluation and Review Policy.

3. Procedures

Overview

- 3.1 All coursework units and courses are reviewed annually to ensure relevance and quality, particularly in relation to student learning and the student experience.
- 3.2 Annual reviews are conducted for all courses and coursework units using the web-based application ECUonQ. Through ECUonQ, unit co-ordinators and course coordinators will:
 - a) use the data sources available at ECU;
 - b) make informed decisions about the continuous quality improvement of coursework units and courses;
 - c) follow a simple Review/Improve → Plan/Do cycle;
 - d) develop and manage action plans; and
 - e) access a history of quality improvement activity and good practice.

Annual Unit Reviews

- 3.3 Unit coordinators will review coursework units in ECUonQ, at the completion of the semester they are delivered, and provide analysis of:
 - a) Student experience data;
 - b) Student learning data;
 - c) Grade distribution; and
 - d) The assessment regime.
- 3.4 The completed Annual Unit Review will:
 - a) Identify unit improvements required
 - b) Include a reflection on the effectiveness of the assessment regimes to assure unit learning outcomes including moderation activities; and
 - c) Include an action plan of the revisions/actions to be implemented to address the results of the analysed data and make evidence-based improvements to the unit.
- 3.5 To support the validity of the annual review data it is required that;
 - a) The learning resources for each coursework unit must be reviewed at least once every two years to ensure relevance; and
 - b) The assessment regime within each coursework unit will be peer reviewed at least once every two years and revised in response to student learning and student experience data.

Annual Course Reviews

- 3.6 Course coordinators will review courses in ECUonQ, at the completion of the semester they are delivered, and provide analysis of:
 - a) Unit review data;
 - b) Student experience data;

- c) Course viability; and
- d) Course Consultative Committee feedback

3.7 The completed Annual Course Review will:

- a) Include consideration of outcomes, recommendations or actions from the Annual Unit Reviews;
- b) Identify course improvements required;
- c) Consider the influence of mode and location of delivery (onshore/offshore);
- d) Include an action plan of the revisions/actions to be implemented to address the results of the analysed data and make evidence-based improvements to the course.

Timelines and Responsibilities

3.8 Annual Unit Review Period

- a) The Manager, Academic Governance and Standards will inform Unit Coordinators and Associate Deans (Teaching and Learning) when the Annual Unit Review Period has commenced.
- b) There are two review periods for Annual Unit Reviews:
 - Mid-year (July) Review Period - Units offered in semester one only must be reviewed during the mid-year review period; and
 - End of Year (December/January) Review Period - Units offered in semester two, and full year units, must be reviewed during the end of year review period.
- c) Unit Coordinators may commence Annual Unit Reviews once the relevant review period is open.
- d) The Annual Unit Review Period is generally open for approximately 6 weeks.

3.9 Annual Course Review Period

- a) The Manager, Academic Governance and Standards will inform Course Coordinators and Associate Deans (Teaching and Learning) when the Course review period has commenced.
- b) The period for Annual Course Reviews commences in February
- c) Course Coordinators may commence Annual Course Reviews once the course review period is open.
- d) The Annual Course Review Period is generally open for approximately 12 weeks.

Reporting and Responsibilities

3.10 At the conclusion of each Annual Unit Review Period:

- a) Unit Review Reports and Action Plans will be tabled at the SCTL; and
- b) the ADTL, in collaboration with CLT and AGS, will support the implementation of the relevant action plans.

- 3.11 At the conclusion of the Annual Course Review Period:
- a) Course Review Reports and Action Plans will be tabled at the SCTLC; and
 - b) the ADTL, in collaboration with CLT and AGS, will support the implementation of the relevant action plans.
- 3.12 Annually, the Centre for Learning and Teaching (CLT) will undertake a review of all Action Plans for the preceding year to inform course and unit improvement initiatives.

4. Contact Information

For queries relating to this document please contact:

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