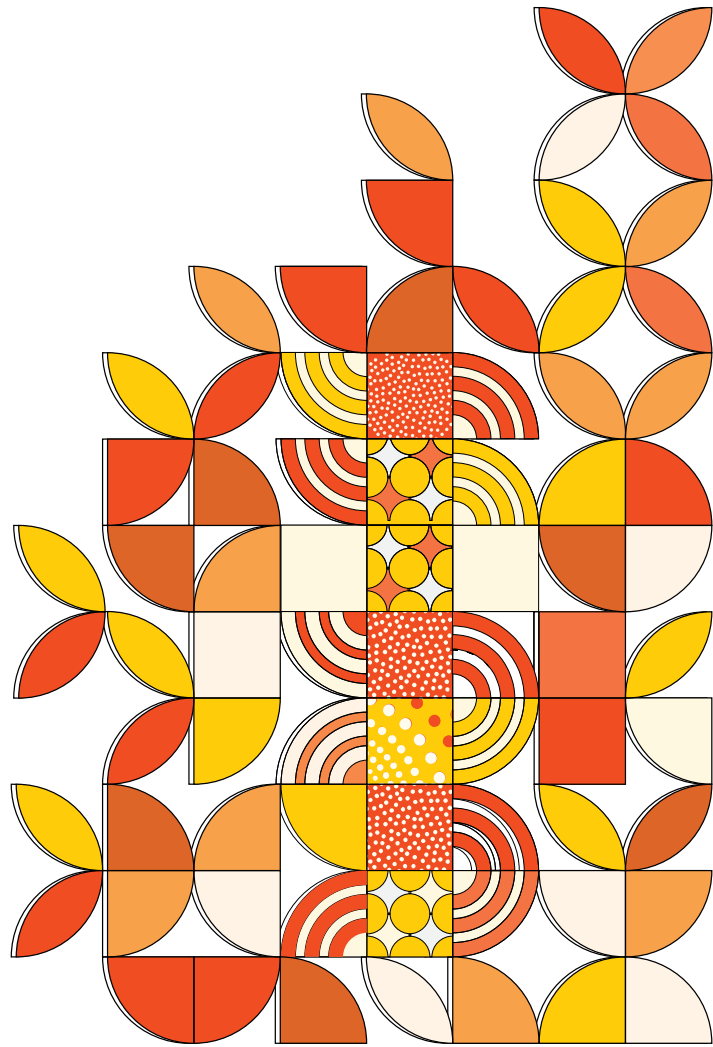


# Course Evaluation and Review Policy



### SECTION 1

#### Purpose

1. This policy governs the systematic monitoring and review of courses and units. It supports a continuous cycle of evaluation and improvement. This involves, among other actions, evaluation and reflection by academic staff on the effects on student learning of course design, and approaches to teaching and assessment.
2. The review process is a fundamental element of academic quality and standards and is conducted to ensure that the core attributes of each course offered by the Institute of Health & Management (IHM) are its:
  - a) **Quality** – judged by reference to relevant sector and disciplinary standards and through benchmarking and other comparators.
  - b) **Viability** – judged by reference to financial and academic sustainability measures; and
  - c) **Strategic Alignment** – judged by reference to the strategic priorities of IHM and its academic staff.
3. These Procedures are aligned to and support the implementation of the following reference points:
  - a) The Higher Education Standards Framework (Threshold Standards) 2021 (HESF).
  - b) The IHM Quality and Standards Framework for Learning and Teaching.
  - c) The Course Design, Development, and Review Framework.
  - d) Professional Accreditation Bodies Standards

#### Scope

4. This policy applies to all courses offered by the IHM, including undergraduate, postgraduate, and continuing professional development programs delivered across face-to-face, online, and hybrid modes.

#### Definitions

5. Definitions for key terms are presented in the [Glossary of Terms](#).

#### Suite Documents

6. This Policy is linked to the following:
  - a) Course Evaluation and Review Procedure
  - b) Course Review Schedule
  - c) See Associated Information listed in the 'Related Internal Documents' in Section 3 below.

## SECTION 2

### Policy Principles

#### 7. Course and Unit Review Principles

- 7.1 IHM is committed to providing the highest standard of learning and teaching through relevant and quality-based courses. Regular review provides assurance to IHM that this is the case.
- 7.2 The development and implementation of this policy is underpinned by the following principles:
- support reflective learning and teaching culture.
  - recognize exemplary learning and teaching practices.
  - disseminate and model good practice.
  - provide an opportunity to refresh a course in relation to contemporary concerns and context.
  - demonstrate maintenance of standards and adherence to regulatory requirements.
  - provide judicious feedback to those involved in course delivery.
  - include external input, benchmarking and use of external reference points.
  - draw on multiple stakeholders as appropriate.
  - consider multiple sources of information and data, including feedback from students; and
  - be conducted in a coordinated, collegial, and transparent manner.

#### 8. The IHM's approach to course review comprises of the following stages:

##### 8.1 Periodic Review

- Periodically, the IHM will review each Course Evaluation Report (Using IHM Course Review Report -Internal).
- Where a Course Evaluation Report indicates that there are significant issues with the performance of a course, the Academic Staff may:
  - bring forward another review of the course (i.e. in advance of the next scheduled review), or
  - prepare a proposal for suspension or discontinuation of the course.
- The annual review will address the following criteria:
  - student demand for the course (based on student enrolment statistics, market research and analysis).
  - student progression, completion, and attrition.
  - the range, depth, and currency of units of study available within the course.
  - appropriateness and adequacy of assessment methods to unit and course learning outcome.
  - the quality, scope and adequacy of course-related information provided to students and prospective students.
  - the appropriateness and flexibility of the course's methods of delivery in relation to student need and demand; and

- g. analysis of significant trends drawn from student and teacher evaluation and feedback data.

## 8.2 Periodic Comprehensive Review

- a) The Periodic Course Review occurs at least once every five to seven (5-7) years and provides for the course owning Academic Staff to conduct a comprehensive review. All courses must undergo a comprehensive review with the relevant Academic Staff initiating the process.
- b) The review will be documented in a Course Review Report (Comprehensive/New) that makes recommendations on the course.
- c) The Academic Staff will act on the outcomes of the Course Review, including making changes to the course and submitting them for approval to the Academic Board.
- d) The Academic Staff must start the course self-review process at least 18 months before the accreditation expiry date.

## SECTION 3

### Associated Information

<b>Related Internal Documents</b>	<ul style="list-style-type: none"> <li>• Assessment Design, Validation and Moderation Policy</li> <li>• Assessment Design, Validation and Moderation Procedure</li> <li>• Benchmarking Policy</li> <li>• Benchmarking Procedure</li> <li>• Course Design and Development Policy</li> <li>• Course Design and Development Procedure</li> <li>• Course Review and Evaluation Procedure</li> <li>• Course Review Schedule</li> <li>• Credit and Recognition of Prior Learning Policy</li> <li>• Credit and Recognition of Prior Learning Procedure</li> <li>• IHM Benchmarking Document template</li> <li>• IHM Course Curriculum Template</li> <li>• IHM Course Proposal Template (IHM-CPT)</li> <li>• IHM Mapping Document Template</li> <li>• IHM Session Plan Template</li> <li>• Learning Outcomes Design Guidelines</li> <li>• Learning and Teaching Plan</li> <li>• Learning and Teaching Policy</li> <li>• Learning and Teaching Procedure</li> <li>• Student Assessment and Examination Policy</li> <li>• Student Assessment and Examination Procedure</li> <li>• Unit Guide Template</li> </ul>
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<b>Related Legislation, Standards, and Codes</b>	<ul style="list-style-type: none"> <li>• Australian Qualifications Framework (2013)</li> <li>• Higher Education Support Act (2003)</li> <li>• Higher Education Standards Framework (Threshold Standards) 2021</li> <li>• National Code of Practice for Providers of Education and Training to Overseas Students (2018)</li> <li>• Tertiary Education Quality and Standards Act (2011)</li> </ul>
<b>Date Approved</b>	03/08/2022
<b>Date Endorsed</b>	24/08/2022
<b>Date of Effect</b>	04/08/2022
<b>Date of next Review</b>	30/06/2025
<b>Approval Authority</b>	Academic Board
<b>Responsibility for implementation</b>	Academic Department
<b>Document Custodian</b>	Chair, Course Development and Advisory Committee (CDAC)
<b>IHM DocID</b>	IHM-CERP1- 3.2

## Change History

<b>Version Control</b>		
<b>Change Summary</b>	<b>Date</b>	<b>Short description of the change, incl version number, changes, who considered, approved etc</b>
Version 2.0	02/12/2020 Version 2	<ul style="list-style-type: none"> <li>• Added Graduate Attribute and Core Generic skills to the definition and reworded subjects to units, added course and unit review principles, version 2, approved by Academic Board on 02/12/2020</li> </ul>
Version 2.1	08/07/2021	<ul style="list-style-type: none"> <li>• Updated the document with reference to the TEQSA Higher Education Standards Framework (Threshold Standards) 2021 and revised the next revision period to 3 years.</li> </ul>
Version 3	26/07/2022	<ul style="list-style-type: none"> <li>• Wells Advisory provided a review of all Course Design and related policies and procedures (May 2022)</li> <li>• Version 3 amended as follows: <ul style="list-style-type: none"> <li>• Minor edits to definitions</li> <li>• Aligned to HESF 2021 standards</li> <li>• Approved by Academic Board on 03/08/2022</li> </ul> </li> </ul>
Version 3.1	21/11/2023	<ul style="list-style-type: none"> <li>• The definitions have been relocated to the IHM glossary and the template has been updated.</li> </ul>
Version 3.2	11/04/2024	<ul style="list-style-type: none"> <li>• Minor revision</li> <li>• Align to Course Design and Development Policy and Procedure</li> <li>• Updated Course Review Schedule (Appendix)</li> </ul>