

Teaching and Learning Quality Assurance Manual



Office of Pro Vice-Chancellor Teaching and Learning

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| Title: | Course/Discipline Reviews by external, including professional, bodies |
| Last Revised: | February 2007 |
| Antecedents: | <p>“Quality Management at the University of Tasmania” May 1992</p> <p>“AVCC Guidelines for Quality Assurance in University Course Development and Review”, Academic Senate March 1993</p> <p><i>Policy and Procedure for Review of Courses and Schools</i>, Academic Senate, 3/1998</p> <p><i>Terms of Reference of Course Reviews</i>, Academic Senate, 1 May 1998</p> <p><i>Section BV Course/Discipline and School Reviews 2000</i> Quality Assurance Manual, Academic Senate, 1 May 1998</p> <p><i>A proposal for quality audits of University quality assurance processes</i>, Academic Senate 27 Oct 2000, minute 2.1.2</p> <p><i>Mapping Quality Assurance Framework</i>, Academic Senate 27 April 2001, minute 2.1.2</p> |
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Course/Discipline Reviews by external, including professional, bodies

A key objective in the UTAS Plan is to offer professionally accredited courses that produce highly competitive graduates who have the skills to take up identified and emerging employment opportunities in Tasmania, Australia and overseas. An ongoing objective is to increase liaison with professional and accrediting bodies and enhance input to courses and to maintain accreditation of all professional courses offered by the University. The following guidelines were developed initially in 1992 and have been expanded subsequently notably to provide for quality assurance oversight of the content of submissions to an external body and to monitor the outcome of accreditation by such bodies.

Guidelines and Procedures for Course/Discipline Reviews by External, Including Professional, Bodies

The following guidelines provide an update and clarification of the existing policy to assist Schools and professional bodies.

1. Timing of reviews

- 1.1 Deans shall report to the University Teaching and Learning Committee [UT&LC] annually in November on reviews scheduled by professional bodies for the following triennium.
- 1.2 In their reports Deans will take account of plans for course and School reviews and provide, as appropriate, for such reviews and those of professional bodies to be conducted in a coordinated manner.
- 1.3 The UT&LC shall make recommendations to the Academic Senate (at its first meeting in the academic year) on all reviews to be conducted that year and their timing, taking account of any relevant strategic issues that have been identified.
- 1.4 The relevant Dean will maintain a register of professional reviews of courses assigned to the Faculty and verify with the professional body the timing and scope (including terms of reference and membership of the Review Committee) of such reviews. The Deputy Vice-Chancellor (Academic) and Provost or nominee of the Pro Vice-Chancellor (Teaching and Learning) will serve as the primary contact and provide advice to professional bodies on the University's course and School review procedures and quality assurance guidelines.

2. Preparation of the accreditation submission

- 2.1 The drafting of the accreditation submission will be the responsibility of the School concerned with oversight from the Faculty Teaching and Learning Committee. The format for the submission will be as determined by the professional body.
- 2.2 Note: Data on key performance indicators is available on the MIRU website and is updated annually. See <http://miru.utas.edu.au:9001/> The Manager, Data and Statistics will provide assistance to Faculties with any queries.

- 2.3 The Dean will forward a copy of the draft accreditation submission to the Deputy Vice-Chancellor (Academic) and Provost [DVC] and the Pro Vice-Chancellor (PVC) (T&L) in sufficient time to provide the opportunity for comment.
 - 2.4 The Dean will, following feedback from the DVC and PVC (T&L), forward copies of the final version of the accreditation submission to the professional body, the DVC and the PVC (T&L).
 - 2.5 The Dean will ensure that information on the nature and timing of the review is circulated widely to all affected staff and students.
3. Review visit
 - 3.1 The schedule for the review visit will be determined by the professional body in consultation with the School concerned. The Head of School will circulate the schedule to all affected staff and students, the DVC and PVC (T&L) at least two weeks prior to the visit.
 - 3.2 The Review Committee will have the opportunity to visit all appropriate University facilities and meet with all interested parties including staff involved in teaching the course and student representatives of the course being reviewed. It is recommended that, where practicable, reviews of courses with cross campus responsibilities should provide the opportunity for the Review Committee to visit all campuses and talk to staff and students face-to-face.
 - 3.3 There will be a briefing session with the Deputy Vice-Chancellor (Academic) and Provost (or nominee) at the beginning and end of the review proper to provide advice on institutional planning and broader contextual and budgetary issues.
4. Review reports
 - 4.1 The report and recommendations of the professional body will be provided to the Deputy Vice-Chancellor (Academic) and Provost. The DVC, through the Chair of the UT&LC, will request comments and an implementation plan from the Dean, Head of School and relevant Faculty Teaching and Learning Committee. The report and the implementation plan will be considered initially by the Course Review sub-group (comprising the PVC (T&L), Director of CALT and ad hoc representation from the UT&LC), which will raise any issues requiring clarification directly with the Dean. Where appropriate, comments will also be sought from the Pro Vice-Chancellor (Research).
 - 4.2 The report and the implementation plan will be considered by the UT&LC and referred to Academic Senate. Resource implications of the report will be considered by the Planning and Resources Committee.

4.3 The Deputy Vice-Chancellor (Academic) and Provost will respond to the professional body on behalf of the University.

4.4 If there is media interest in the review and its outcomes, the “Media Guidelines – Course and School Reviews” will be used to guide the process of releasing information.

See http://www.utas.edu.au/tlqam/docs/School_Reviews_MediaGuidelines_Jan07.pdf

5. Implementation of Review Outcomes

5.1 Implementation shall be the responsibility of the relevant Dean. The UT&LC will oversee the implementation of the outcomes of the review report.

6. Follow-up Procedures - the three principal follow-up activities that should take place after a professional Review are:

6.1 The Dean shall provide a progress report on the implementation of the recommendations to the UT&LC within six months of finalisation of the review report. The UT&LC shall report progress to the Academic Senate.

6.2 The Dean shall forward a final report to the UT&LC within one year of finalisation of the review report, outlining progress made towards implementation of the actions designed to address the findings of the review, or the timetable for such implementation. The UT&LC shall report progress to the Academic Senate.

6.3 The UT&LC will maintain a register of professional reviews (completed and planned) that will also be used to monitor progress on the implementation of recommendations.

7. Evaluation of the Review Process

7.1 The procedures outlined in this document shall be reviewed by the UT&LC on a regular basis.