STUDENT UNIT EVALUATION POLICY
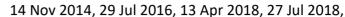
Current version in effect from: 17 Sep 2022
Approved by Academic Board: 4 Oct 2013
Revised by Academic Board: 14 Nov 2014, 29 Jul 2016, 13 Apr 2018, 27 Jul 2018,
    15 Nov 2019, 24 Jul 2020, 16 Sep 2022

1. Purpose

1.1   This Policy provides for comprehensive collection and systematic evaluation of student feedback on units, in order to ensure continuous improvement of the quality of teaching at the University.

2. Scope

2.1   This Policy applies to all units of study accredited by the University. It does not apply to theses submitted for higher degrees by research.

3. Principles

3.1   The University values student feedback on the quality of learning experiences. Student feedback is collected systematically through the administration of student unit evaluations in a manner which preserves student anonymity and confidentiality.

3.2   Student unit evaluation data is collected for all units of study at the University and analysed by the Academic Board and College Academic Committees:

    a)   to support benchmarking, both internally across the Colleges and externally with other higher education providers

    b)   to identify both excellent practice and opportunities for improvement in the delivery of units

    c)   to identify areas of professional development for those who deliver units and resources for students.

3.3   The University informs students on how it has responded to student unit evaluations, including through adjustments and improvements to units.

3.4   The University informs academic staff on how students have responded to units for which they are responsible. Student unit evaluation data may assist academic staff in seeking recognition for teaching excellence, including through applications for promotion or for teaching awards.

3.5   The Office of the Vice-Chancellor is responsible for the provision of online systems to support the execution of this Policy, subject to available funding in the University budget set by the Council.

3.6   The Academic Board is responsible for the continuous review and improvement of the student unit evaluation process.

4. Student Unit Evaluation Data Collection

4.1   Every student must be given the opportunity anonymously and confidentially to complete a Student Unit Evaluation for each unit of study undertaken at the University.

4.2   It is the responsibility of the Dean of Academic Programs to support Colleges in meeting this duty by providing timely and accurate information to staff and students about the administration of Student Unit Evaluations.

4.3   Student Unit Evaluations are continuously collected throughout the academic year. Student Unit Evaluations must only be collected between the final teaching session of a unit and the end of the examination period for assessment of the unit, provided that the collection period is no longer than three weeks in duration.

4.4   For units requiring independent study, such as Supervised Reading Units and Minor Thesis, the Dean of Academic Programs is responsible for ensuring that all such students have opportunity to complete a Student Unit Evaluation in a manner that preserves anonymity and confidentiality.

4.5   Student Unit Evaluations are assessed through the online Student Unit Evaluation system.

4.6   Each student may complete only one Student Unit Evaluation per unit.

4.7   Questions (other than those solely inviting qualitative comment) are answered and scored by selection of one of the following responses:

1   Strongly Disagree

2   Disagree

3   Agree

4   Strongly Agree

-     Not Applicable

4.8   "Not applicable" responses are excluded from assessment for the purpose of determining the overall score assigned to a question.

5.   Student Unit Evaluation Analysis

5.1   At the end of the first and second semesters, the Dean of Academic Programs must ensure that each College is provided with four reports on the Student Unit Evaluations completed since the last report was produced: the University report, the College report, the Class report, and the Exception report.

5.2   University report

5.2.1   The University report contains: University analysis, College analysis, Discipline analysis

5.2.2   University analysis: Aggregated results for the University of all units included in the report, with total scores for each response in each question, average score for each question, and overall score averaged across all questions.

5.2.3   College analysis: Aggregated results for the University of all units included in the report, with total scores for each response in each question, average score for each question, and overall score averaged across all questions, reported by College.

5.2.4   Discipline analysis: Aggregated results for the University of all units included in the report, with total scores for each response in each question, average score for each question, and overall score averaged across all questions, reported by Discipline.

5.2.5   Supervised Reading Unit analysis: Aggregated results for the University for all Supervised Reading Units with total scores for each response in each question, average score for each question, and overall score averaged across all questions, but not reported by College or by Discipline. Separate reports must be generated for Supervised Reading Units at undergraduate level and at postgraduate level.

5.2.6   Minor Thesis analysis: Aggregated results for the University for all Minor Thesis with total scores for each response in each question, average score for each question, and overall score averaged across all questions, but not reported by College or by Discipline.

5.2.7   Longitudinal analysis: Where data is available, historical comparisons are provided in the above analyses for the two years prior to the current year data.

5.3   College report

5.3.1   The College report contains: College analysis and Discipline analysis.

5.3.2   College analysis: Aggregated results for the College of all units included in the report, with total scores for each response in each question, average score for each question, overall score averaged across all questions, and comparison with the University-wide scores for the same period of analysis.

5.3.3   Discipline analysis: Aggregated results for the College of all units included in the report grouped by discipline, with total scores for each response in each question, average score for each question, overall score averaged across all questions, and comparison with the University-wide scores for the same period of analysis in each discipline.

5.3.4   Longitudinal analysis: Where data is available, historical comparisons are provided in the above analyses for the two years prior to the current year data.

5.4   Class report

5.4.1   The Class report is an individual report on each class. It is produced separately from the College Report in a form that can be easily distributed to individual academic staff by a College.

5.4.2   Class means a group of units delivered using the same or similar learning experiences. A class may consist of a group of units of study crosslisted to multiple disciplines or levels or taught concurrently to face-to-face and online students.

5.4.3   To preserve anonymity and confidentiality of individual student responses, the Class report must exclude analysis of:

a)   classes with an enrolment of 3 students or less; and

b)   classes with responses from 2 students or less.

5.4.4   The Class report must show the:

a)   Unit code(s) and name(s)

b)   Number of students enrolled in the class

c)   Number of students who completed the questionnaire

d)   Scores for each response in each question

e)   Average score for each question

f)   Overall score for the class (average over all questions)

g)   List of all comments provided in the qualitative questions

h)   Identification of any question for which more than 30% of responses were negative (Strongly Disagree or Disagree).

5.4.5   Longitudinal analysis: Where data is available, historical comparisons are provided in the above analyses for the two years prior to the current year data.

5.5   Exception report

5.5.1   The Exception report is based on the Class reports. It identifies classes for commendation or for specific action to address issues raised by student feedback. The report identifies:

a)   Classes which have an average score of 3.8 or higher, averaged across the quantitative questions, for commendation

b)   Classes which have an average score of less than 2.3, averaged across the quantitative questions for response to issues identified by students

c)   Classes with 3 to 6 student responses where 2 or more students gave negative responses (i.e. Disagree or Strongly Disagree) to one or more of the quantitative questions, and classes with 7 or more student responses where more than 30% of responding students gave negative responses (i.e. Disagree or Strongly Disagree) to one or more of the quantitative questions, for response to issues identified by students

d)   Date and form for final report by the College to the Academic Board on classes listed at sections b) and c) above.

6.   Student Unit Evaluation Reporting

6.1   The Dean of Academic Programs is responsible for ensuring that the Academic Dean of each College receives the University report, the relevant College report, the Class reports for all units delivered at the College, and the relevant Exception report.

6.2   Each College Academic Committee is responsible for ensuring that:

a)   the College reviews the outcomes of the Student Unit Evaluation process and takes appropriate action where necessary

b) the College responds to any issues raised in the Exception report and reports the action taken or the reasons why no action was taken to the Dean of Academic Programs within six months of the date of receipt of the report

c) the outcomes of the Student Unit Evaluation process are reported to academic staff

d) the outcomes of the Student Unit Evaluation process are reported to students (this may include but is not restricted to measures such as providing a statement to students enrolled in a unit about changes made in response to feedback the last time such a unit was delivered; providing a report to students after completion of the evaluation process; providing a report to a student committee or association).

6.3   The Dean of Academic Programs provides a letter of commendation on behalf of the University to academic staff who were responsible for delivery of a class identified in the Exception report for commendation at 5.5.1 a) above, and provides a copy of the letter to the relevant College Principal.

6.4   The Dean of Academic Programs provides a closing report to the Academic Board, including the University report, a certification that the process has been concluded and, where necessary, a statement identifying which Colleges have failed to complete actions and including such Colleges in future closing reports until such actions are completed.

6.5   The Dean of Academic Programs must review the Student Unit Evaluation process and outcomes once annually and report to Academic Board.

7.   Date of Next Review

7.1   This policy is to be reviewed no later than 31 December 2024.

Schedule A: Student Unit Evaluation Policy Questions
Approved by the Dean of Academic Programs: 22 Sep 2022

There are eight quantitative questions with headings, with radio buttons to press.

Q 1-4 These questions that evaluate the quality of the unit

1 In this unit, I developed general competencies (e.g. communication, interpersonal and problem solving skills).
2 In this unit, I developed knowledge and skills in the defined area of study.
3 The unit was engaging and encouraged my participation.
4 I participated actively in online or face-to-face activities.

Q 5-7 These questions are about the unit delivery quality

5 The lecturer(s) provided clear and timely information about learning (e.g. resources, activities and expected outcomes).
6 The teaching had a clear purpose which contributed to my learning.
7 The lecturer(s) gave me helpful feedback that supported my learning.

Q 8 This question is about the unit resources quality

8 Resources were provided to support my learning (e.g. ARK, Library Hub, Wi-Fi, library).

These questions are scored for responses between
1 Strongly Disagree
2 Disagree
3 Agree
4 Strongly Agree
- Not Applicable

There are two other questions that are qualitative, requiring drop down choice or keystrokes (up to 500 characters)

What aspects of this unit did you find helpful?

What would you recommend to improve this unit in the future?