Academic Program Review - Procedures

1. Purpose and Objectives

These procedures enact PPL 3.30.03a Curriculum and Teaching Quality and Risk Appraisal and Academic Program Review - Policy [7].

2. Definitions, Terms, Acronyms

**Academic Program Review (APR)** – A process that ensures the qualitative and quantitative review of generalist degrees every 7 years, and all other teaching programs (or suites of programs) every 5 years.

**Curriculum and Teaching Quality and Risk Appraisal (CTQRA)** – An annual process designed to:
• Support access to data for an annual appraisal of curriculum, teaching and program quality and risk
• Determine teaching and learning focused priorities
• Meet institutional regulatory obligations.

CTQRA is guided by UQ internal and external quality and risk indicators in conjunction with contextualisation from schools and faculties to manage curriculum and teaching alignment to the University Strategic Plan.

Generalist degree – Degree programs in which students can complete a significant proportion of the degree by undertaking courses offered by faculties other than that administering the program.

3. Procedures Scope/Coverage

These procedures apply to all staff of The University of Queensland.

4. Procedures Statement

The aim of the Academic Program Review process is to ensure that generalist degrees are reviewed every 7 years, and that all other teaching programs (or suites of programs) are reviewed comprehensively every 5 years.

5. Academic Program Review (APR)

5.1 Responsibility and timing

Academic Program Reviews are overseen by Associate Deans (Academic), through the Faculty Teaching and Learning Committee. The Associate Dean (Academic) will report annually to the Academic Board Teaching and Learning Committee on the reviews planned for the coming 12 months, and will provide confirmation that the previous reviews were conducted. For school-based programs and majors/sequences of study, the School Teaching and Learning Committee will be responsible for conducting the quinquennial reviews and reporting the outcomes to the Head of School and to the Associate Dean (Academic).

In all cases, both student and external input into the review must be sought. Such representation is required for all undergraduate programs or major sequences of studies (subject to Academic Program Review) not subject to external accreditation processes, and is strongly recommended for postgraduate coursework programs in this category.

5.2 Scope of analysis of the academic program review process

The Academic Program Review Process will comprise a broadly-based and comprehensive review of a program of study that has, as its goal, an evidence-based evaluation of the viability, quality, structure, focus and outcomes of the program. Using the CTQRA dashboards and reports, the process should consider 5-year trends in:

• student load and demand;
• student attrition, retention, progress and success (pass rates, completions and grade distributions);
current student satisfaction (SECaT/s) and UES/SES results (for reviews of U/G programs);
graduate satisfaction and destinations (GDS outcomes, CEQ scales: good teaching, generic skills, overall satisfaction for most relevant field/s of study and benchmarked against Go8).

Review the program in terms of its distinctiveness, mechanisms for external stakeholder input, curriculum developments, graduate attributes, internationalisation, governance, and assessment requirements. To focus the process on the core issues, a template has been developed to support the process (see Proforma for APR – Form 2).

When a review is aligned with an external accreditation process, those elements of the APR which are not included within accreditation must be reviewed separately to complete the APR process.

5.3 Report consideration and approval

The Executive Dean of the Faculty that administers a program is responsible for the conduct of the Review and ensuring the recommendations adopted from the APR process are implemented.

The Executive Dean will consider a review report in the form of an implementation plan. The report will include a summary of the findings and implementation strategies.

5.4 Review implementation

The Executive Dean will request an implementation report no later than 12 months after approval of the report on the extent to which actions identified in the implementation plan have been finalised. A brief commentary on the effectiveness of these actions in terms of meeting the substantive recommendations will be included in this report.

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