

## Coursework Program Reviews – Guidelines

### Purpose and Objectives

To provide a detailed and constructive review of Coursework programs owned by the College of Science and College of Health & Medicine, as per the [ANU academic programs and courses accreditation policy](#) which requires all programs to be reviewed within a maximum 5 year period. The Coursework program review schedule is typically circulated in the last College Education Committee of each year. Program reviews are an essential component of Quality Assurance monitoring of ANU offerings and through them we undertake a thorough health check of a program to ensure it is compliant, fit for purpose, viable and producing graduates who are appropriately prepared to enter the workforce or continue to further study. Failure to submit program reviews through standard ANU approval timelines and channels may result in a suspension of admission of students into the program.

### Deadline for submission to College: May (deadlines vary each year)

Completed review form (word doc), external reviewer disclosure of conflict of interest forms and any other supporting materials to be returned to [science.curriculum@anu.edu.au](mailto:science.curriculum@anu.edu.au)

Internal school deadlines might vary if reviews need to be considered by school committees.

### How to proceed:

- Determine the review panel, including external reviewers. It is recommended that external reviewers are identified as soon as the program review schedule is circulated by the College.
- Undertake review, edit, complete and return the pre-populated Coursework Program review form. The Education Governance Office is available for consultation.
- If program amendments are required to update published or unpublished information, please generate the amendment through the Curriculum Management System (contact [science.curriculum@anu.edu.au](mailto:science.curriculum@anu.edu.au) for advice if necessary) and submit in alignment with program review.

### External reviewer/s:

- As per Item 9 of the [Programs and courses accreditation policy](#), all program reviews include an independent academic external to the University who is a subject matter expert; and additionally for graduate program reviews, must also include an independent expert who is a non-academic practitioner in the area.
- The scope of the external consultation must include the name and position of the external reviewer who must endorse that the program, courses (may be focusing on those that are core) and Learning Outcomes are at the appropriate AQF level and that the Graduate Outcome Survey and Student Experience Survey results have been addressed appropriately.
- **Any information provided by you to the external reviewers must not include student identifying data. All student data is confidential, please see [ANU Policy: Privacy](#).**

### Scope of the reviews:

Coursework program reviews are undertaken by the school who has stewardship of the relevant program/s, and are overseen by the College Delegate Authority (Associate Dean Education). Coursework program review submissions to AQAC are coordinated and collated by the Education Governance Office through the Science Teaching and Learning Centre. The formal review outcomes and recommendations will be provided to the Academic Quality Assurance Committee (AQAC) and Academic Board (AB) Committee for the purpose of program re-accreditation.

The Review Process will comprise a broad-based and comprehensive review of a program to provide an evidence-based evaluation of the viability, quality, structure, focus and outcomes of the program.

The review must also consider:

- **Mapping of Learning Outcomes.** An export of the most recent program amendment submitted through the Curriculum Management System should include a mapping table of courses> Program Level Learning Outcomes. This should be reviewed for accuracy and commented on in the coursework review form. If there are no learning outcomes in the CMS export, please include a table in the review form and submit an amendment through CMS. The Education Governance Office is available to offer assistance.
- **Capstone courses.** The ANU Glossary defines “capstone” as: One of the final courses in a sequence of courses that provides an opportunity for students to integrate the knowledge and skills they have acquired. The learning outcomes of the capstone will normally map into the learning outcomes for the major or program.

An export of the most recent program amendment submitted through the Curriculum Management System should indicate which courses may have been previously identified as capstones. This should be reviewed for accuracy and commented on in the coursework review form. If the capstone requirements are not detailed in the CMS export or an incorrect, please reference in the review form and submit an amendment through CMS.

- **Australian Qualification Framework (AQF) Research Requirements.** It is an AQF Level 9 Masters Degree (Coursework) requirement that graduates must be able to “plan and execute a substantial research-based project, capstone experience and/or piece of scholarship” is demonstrated. As a minimum, 50% of the assessment across 12 or more units of courses must be a research project/thesis.

An export of the most recent program amendment submitted through the Curriculum Management System should indicate which courses may have been identified as meeting these requirements. This should be reviewed for accuracy and commented on in the coursework review form. If the research requirements are not detailed or an incorrect in the CMS export, please reference in the review form and submit an amendment through CMS.

### Other considerations

**Course SELT results** – see instructions in the coursework review form but, at minimum, the program review should mention any courses that are identified as compulsory in the program, and a “streamlined course review” of each course should also be undertaken and submitted through the CMS. If the program lists compulsory courses offered by other College, it is possible to view quantitative SELT data on individual course pages via [Programs and Courses](#). For additional information you will need to contact the course conveners.

### Recommendations section in the program review form:

Please consider including a range of short, medium and long term recommendations responding to the findings of the review. Noting that the School and College will be required to provide progress

update reports regularly to AQAC, please include clear actions for implementation and reasonable timelines for completion.

#### Data pack inclusions:

- Coursework program review form (pre-populated)
- Program review form prefilled by the Education Governance Office (STLC).
- PDF of program/plan information exported from CMS (one per plan).
- Data provided by Planning and Service Performance (PSP) Division related to the program/plans, including Graduate Outcomes Survey results (GOS).
- Disclosure of conflict of interest form that must be completed and returned by your external reviewers.
- Previous program review paperwork for the program/plans under review.
- College-based analysis (3 documents) which includes:
  - admissions student info report basic analysis, program/plan info report of students active in program during the review period,
  - transcripts (based on application data so many are blank)
  - general observations/comments based on the Education Governance Office's knowledge of the program from the education governance perspective. These observations are confidential and do not form part of the official submission back to Central. It is at the school's discretion whether you chose to use all, part or none of this analysis in your review. If anything does not make sense, please let us know.

#### Governance:

Step 1. School-based review. Minimum review panel composition to be determined by the School Education Leadership. Must include external reviewer/s.

Step 2. CHM/COS Education Sub-Committee.

Step 3. CHM/COS College Education Committee (CEC) 3/202X

Step 4. Academic Quality Assurance Committee (AQAC) 5/202X

Step 5. Academic Board (AB) 5/2023

For help:

Please contact [Science.Curriculum@anu.edu.au](mailto:Science.Curriculum@anu.edu.au) for further help and guidance.