

Name of Policy	Policy on Unit Evaluation
Description of Policy	The new Unit Evaluation Policy presents the University's systematic collection of feedback from students about their units of study and it informs continuous improvement and the delivery of high quality learning experiences.
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision	

Date of Original Approval	December 2011
Review Date	
Approved By	Vice-Chancellor
Officer Responsible	Deputy Vice-Chancellor (S, L&T)
Contact Officer:	Director, LTC

Policy on Unit Evaluation

1. Context

Australian Catholic University is committed to high-quality learning and teaching, research, and community engagement and to the achievement of outstanding learning outcomes for students and graduates. The University Mission, Strategic Plan, Learning and Teaching Plan, Policy on Quality Learning and Teaching and Policy on the Evaluation of Learning and Teaching guide the nature and implementation of this Policy on Unit Evaluation.

2. Objective

The objective of undertaking unit evaluations is to provide a systematic, methodologically sound process for gathering feedback from students about their units of study. This feedback provides evidence of the quality of individual units and informs the University's commitment to continuous improvement and the delivery of high quality learning experiences for students. The unit evaluation process, referred to as Student Feedback on Units (SFU), is designed to:

- improve teaching and learning experiences for students and staff;
- support Lecturers-in-Charge, Heads of Schools, Associate Deans (Learning and Teaching), Executive Deans and the University as a whole to collect and respond to student feedback on units, their content, design and delivery;
- provide data to benchmark learning and teaching quality within and beyond the University; and
- collate evidence which may be used to demonstrate the quality of the University's unit and course provision.

3. Policy application and unit evaluation criteria

This Policy applies to all undergraduate and postgraduate coursework units which have enrolments of 10 or more students, but excludes Honours and Special Study units. It does not apply to postgraduate research units or programs.

Where the policy is applicable, SFU surveys:

- should be completed every time a unit is taught;
- will include items to collect quantitative and free response data on units; and
- will include at least one question on the quality of teaching in the units.

4. Dissemination and use of results of Student Feedback on Units

Results of SFU surveys are provided to the Lecturer-in-Charge of the unit, the Head of School, Associate Dean (Learning and Teaching), Executive Dean, and Deputy Vice-Chancellor (Students, Learning and Teaching). Results are normally available after the conclusion of examinations and publication of results for the relevant study period. The results of SFU surveys will not be reported if there are fewer than five respondents.

Quantitative and free response data may, at the discretion of the Head of School or direction of the Associate Dean (Learning and Teaching) or Executive Dean, also be made available to course implementation or review or other committees undertaking course design, development, implementation and/or review, subject to removal of identification of participating students and staff.

Aggregated results of SFU surveys, at the level of units, courses, Faculties and/or the University as a whole, may be used by the University for quality assurance purposes, course implementation and review, and/or for reporting to government.

5. Feedback to students

Students will be informed, through the Unit Outline and other appropriate unit information regarding the nature of actions or changes implemented as a result of prior student feedback. This information should be updated prior to the next offering of the unit.

6. Other related documents and policies

This Policy underpins and complements other documents and policies of the University that in turn provide detailed and specific requirements, guidelines and advice. These include:

- Learning and Teaching Thematic Map
- Policy on Quality in Learning and Teaching
- Policy on Evaluation of Learning and Teaching
- Policy on Course Approval, Amendment and Review.