Course Review Process

A course can be reviewed for the following reasons:

- The course has a low SELS response to Q6 in the SELS course survey. Q6 is a measure of the student satisfaction with the course. Any course whose agreement rate for this question (measured by combining the values for the *agree* and *strongly agree* components) is less than 60% will be a trigger for a review. This is in line with the University’s expectations regarding the threshold agreement rate for a course.
- Other factors such as a significant number of students withdrawing from or disengaging with the course, issues with the assessment or delivery of the course and the learning outcomes not being met.
- As a part of the School’s regular quality control process.

Plan of action

A course can be peer reviewed by a small group made of up mainly academics from within the School or it can be externally reviewed.

If the reason for choosing a course for review is something other than a low SELS satisfaction score, then the decision to have it peer reviewed or externally reviewed will be made by the ADir(E), in consultation with the Director.

If the SELS score for the course is below 60%, then following process will be adopted:

**First time below the threshold**

1. If the course has a SELS score under 60%, is co-badged, with one of the versions having a score over 60%, then the convenor writes a report evaluating the two versions, identifying issues and providing suggestions for improvement.
2. Else, a small group (3-4 people) will peer review the course and provide a report, which will include feedback, identifying issues and providing suggestions for improvement.

**Second time below the threshold**

1. An external reviewer will review the course and provide a report, which will include feedback, identifying issues and providing suggestions for improvement.

**Follow up action**

Once the report from a review is received, the ADir(E) will do the following:

1. Make available a copy of the report to the course convenor. The convenor will have the opportunity to respond to the recommendations in the report. The convenor will send their response to the ADir(E).
2. Table the report and the convenor’s response at the next CDC for information and discussion. The CDC will make a decision to support or not support each of the recommendations, after taking into consideration the response from the convenor.
3. Inform the convenor of the decision of the CDC with respect to the recommendations in the report.

The course convenor will then do the following:
1. Implement those recommendations that were supported by the CDC in the next version of the course.

2. At the end of the semester, in their course report, include a section discussing the implementation of the recommendations and the outcome.