



Australian  
**Chiropractic  
College**

## **POLICY & PROCEDURE**

### **SUBJECT EVALUATION – STUDENT FEEDBACK**

#### **PURPOSE**

To provide a compulsory system of student subject evaluation which supports the ACC's Learning and Teaching principles of a student centric approach to learning in addition to the continuous improvement of individual subjects.

#### **SCOPE**

This policy and procedure applies to all subjects offered at ACC each term.

#### **POLICY STATEMENT**

Student evaluation of subjects ('subject evaluation') is an essential component of the Quality Assurance Framework. Subject evaluations provide information on student perceptions of subject operation that can assist academic staff with their enhancement of the development and delivery of subject and the course in general. The feedback generated by ACC students assists in providing an ongoing student-centric view across all year levels and learner experiences, enabling the ACC to identify and recognise best practice, from the perspective of its students, and to address all valid and substantiated issues raised.

Confidentiality and anonymity will be maintained in all aspects of the Subject review in order to protect and respect the identify and rights of the individuals involved.

#### **PROCEDURE**

Subject evaluation is undertaken at the cessation of each subject, in each term and year. The delivery of the subject evaluation is online through the student learning management platform (e.g. Moodle) for all subjects. An integral component of the process is that staff will provide a response to students on enhancements that have been made as a result of student feedback ('closing the feedback loop'), through the Annual Subject Enhancement Report, which in turn feeds through into the Subject Profile.

At the conclusion of each year, the Bachelor of Chiropractic Course will undergo annual internal course review, at which time, feedback ascertained throughout the year, including that from Subject Evaluation reports, will be collated to produce a Course Performance Report.

## **RESPONSIBILITIES**

### **Compliance and monitoring**

The Academic Dean has responsibility for ensuring compliance with this policy and procedures.

The Academic Registrar is responsible for the announcement of subject evaluations to staff/students and the oversight of the subject evaluation process.

Subject coordinators and academic staff are responsible for encouraging students to complete the on-line evaluations, and for closing the feedback loop via on-line subject profiles updates.

### **Records Management**

Confidentiality and anonymity will be maintained in all aspects of the Subject review in order to protect and respect the identify and rights of the individuals involved.

## **REVIEW**

The policy is to be reviewed by 15 November 2019.

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Approval Date: October 2018

Approved by: Academic Board

Date of Next Review: 15 November 2020