



UNIT EVALUATION – STUDENT FEEDBACK Policy and Procedures

DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

Student-Centred: refers to the design of student learning experiences and assessment of their learning outcomes that recognise and respond to the individual needs of each students and that encourage students to be active learners, taking every opportunity to enhance their acquisition of knowledge, understanding and skills to optimise learning outcomes.

PURPOSE

To provide a consistent and readily understood system of student unit evaluation which supports the ACC's Learning and Teaching principles of a student-centred approach to learning in addition to the continuous improvement of individual subjects.

SCOPE

This policy and procedure applies to all units offered each Semester and to the staff and students involved.

POLICY STATEMENT

Student evaluation of units ('unit evaluation') is an essential component of the ACC Quality Assurance Framework. Unit evaluations provide information on student perceptions of unit operation that can assist academic staff with their enhancement of the development and delivery of the unit and the program, in general.

The feedback generated by ACC students assists in providing an ongoing student-centred 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 formal unit review in order to protect and respect the identify and rights of the individuals involved.

PROCEDURES

Formal Unit evaluation is undertaken at the end of each semester unit. The delivery of the unit evaluation is online through the student learning management platform (e.g. Moodle) for all units. 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 Unit Enhancement Report, which in turn feeds through into the Unit Profile.

At the conclusion of each year, the Bachelor of Chiropractic Course undergoes annual internal course review, at which time, feedback obtained throughout the year, including that from Unit Evaluation reports, is collated to produce a Course Performance Report.

In addition, the process of Unit evaluation is encouraged and facilitated by student/staff communication and consultation through a mid-Semester meeting of the Student/Staff Consultative Committee each semester. This Committee is a vehicle for discussion and decision concerning desired modification and enhancement of individual units and the overall academic program. The Academic Dean is responsible for scheduling and convening meetings of the Committee and ensuring that the outcomes are communicated to all students and staff involved in units where issues or concerns are emerging. This is the means whereby staff can address evolving issues which have the potential to adversely impact students' performance.

This consultative process will not change the previously approved content, learning outcomes or modes of assessment of a unit, but may result in changes to the nature of student support provided by academic staff and/or alert academic staff to aspects of their teaching that may render it more student-centred. Any recommendations for major adjustments will be considered along with the outcomes of the end of Semester formal unit evaluation process.

The Student/Staff Consultative Committee membership will normally comprise:

- Program Coordinator
- Academic Registrar
- Academic Board Student Representative
- 2 student representatives from relevant Year levels

IMPLEMENTATION and MONITORING

The Academic Dean has responsibility for ensuring compliance with this policy and procedures and is responsible for the Student/Staff Consultative Committee process described above.

The Academic Registrar is responsible for advising staff/students of the timetable and process for formal unit evaluations and for oversight of the end of Semester unit evaluation process.

Unit coordinators and academic staff are responsible for encouraging students to complete the on-line evaluations at the end of each Semester, and for closing the feedback loop via on-line Unit Profile updates.

RECORDS MANAGEMENT

Confidentiality and anonymity will be maintained in all aspects of the End of Semester Unit Review in order to protect and respect the identify and rights of the individuals involved.

VERSION CONTROL

Document: T008 Unit Evaluation – Student Feedback Policy and Procedures		
Responsible Officer: Academic Dean		
Initially Approved by: Academic Board		Date: October 2018
Reviewed and approved by: Academic Board		Date: 10 March 2021
Version: V2.0	Replaces Version(s): V1.0	Next Review: March 2024
Nature of Change	February 2021: <ul style="list-style-type: none"> • Restructure of the Unit Evaluation process to reduce the frequency of formal unit evaluations from two to one per unit per semester (to obviate formal 	

	<p>evaluation fatigue and, at the same time, to enhance student engagement in the identification of any emerging issues in unit delivery during the Semester).</p> <ul style="list-style-type: none">• Addition of mid semester Student Staff Consultative Committee meetings to the student feedback process.
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