Allied Health and Human Performance

ANNUAL COURSE REVIEW TEMPLATE

This template is designed as an aid for teaching staff to reflect on and record their teaching experiences and student feedback.

HOW TO USE IT

This form is intended to be used to capture data and insights related to the course being reviewed.
The satisfaction Analysis and Action table are informed by Business Intelligence (BI) and MyCourseExperience (MCE) data.

WHEN SHOULD THIS COURSE DELIVERY RECORD BE USED?

It is intended that this form will be used at least once every three years, or as directed by the Program Director or Dean of Programs. The primary purpose of this form is to support ongoing reflection of teaching and learning, structure quality improvement of courses and to inform internal and external accreditation reviews.

DATA THAT REQUIRES MANUAL ENTRY

Peer review of teaching, student surveys/focus groups, feedback from staff in linked courses, personal teaching experience, informal feedback.

Accessing 'Course Activity – Individual' data:
- Direct link via Course Activity - Individual (if you experience problems with your usual web browser, try Firefox)
- Manually:
  - Access UniSA's BI Hub (also available manually via Staff Portal → Management → BI Reporting → BI Hub)
  - In the ribbon at the top, select 'User Groups' and choose **'Course Coordinators'**
  - In the 'Programs and Courses' section select **'Course Activity – Individual'**

Within 'Course Activity – Individual', select the following:
1. **Academic Unit** = ALH – UniSA Allied Health & Human Performance)
2. **Course Level** = UGRD, PGRD or SHRT for Short Courses
3. **Course:** select your course
4. **Study period:** hold down Ctrl button and select current year being assessed and two (2) years prior to generate a 3-year report**.**
5. **Click Finish.**

- This 3-year report can be generated as a PDF.
- **Attach the PDF Course Activity Report to this review.**

COURSE MODERATION

Refer to Academic Unit AHHP Moderation of Assessment Guidelines to inform review of assessment processes.

KEY COURSE INFORMATION

Name of Course and course code	
Study Period and Year	
Course Aims/Objectives *As per Course Outline*	
Course Coordinator:	

Teaching team (provide names and roles)	University staff	
	Casual staff	

The course is taught in the following programs	
Comments about delivery mode	

What is the purpose of this course in the program? *Click your cursor into the 'Choose an item' text to bring up the drop-down menu to complete this section.*	**Are the course aims and objective being met?** Choose an item. **If you answered no – which aims/objectives specifically are not being met?** **Is there content in this course that doesn't meet the aims and objectives?** Choose an item. **If you answered yes – what content specifically?**

Details of course evaluation
This includes data collected outside of MCE.
	Below are some optional evaluation tools – please highlight those that apply:
	• Early analytics of the Moodle site – engagement
	• Minute paper
	• Pulse check
	• Focus groups
	• Other:
	  -
	  -
	  -

ANALYSIS OF STUDENT SATISFACTION/TEACHING QUALITY

This section may include qualitative feedback from students, in particular student feedback around understanding of expectations and course materials.	
Student satisfaction score *Include scores from the previous 2 years* **Instructions above on how to obtain data.*	
What worked well for student satisfaction and teaching quality? *i.e., teaching and learning strategies, teaching spaces, teaching tools*	
What didn't work well for student satisfaction and teaching quality? *i.e., teaching and learning strategies, teaching spaces, teaching tools, content, delivery mode*	

STUDENT PERFORMANCE AND ASSESSMENT

Include the number of enrolments, passes, fails, withdrawals and incompletes from the Course Activity report.

Is the grade distribution within acceptable parameters?	Choose an item.
Grade distribution should reflect a bell-shaped curve with a mean (average) between 60-70%	**If you answered no, please elaborate why? If the grade distribution falls outside acceptable parameters, please add strategies that will be introduced to address this for future course delivery in the Annual Action Plan section.**
See Prompts below for completing this section by hovering your mouse cursor over the below topics:	
Course Objectives	
Assessment Feedback	
Communication	
Time management	
External influences	

Summative assessment and moderation			**Notes**
For each drop-down box, choose the option that accurately reflects the status	In the Course Outline and LearnOnline site, is the following information available:		
	• Consequences of late submissions	Choose an item.	
	• Extension policy	Choose an item.	
	• Academic integrity	Choose an item.	
	• Grading	Choose an item.	
	• Timing for returning assessments	Choose an item.	
	Are the instructions for completing assessments explicit, well-written and include all necessary information?	Choose an item.	
	Are the criteria for assessments clearly articulated:		
	• Rubrics	Choose an item.	
	• Marking guide	Choose an item.	
	• Modelled in exemplary work	Choose an item.	
	Has the course been moderated to Academic Unit guidelines? (*link to be inserted*)	Choose an item.	

ANNUAL ACTION PLAN

Are any course changes required to improve the course?
Choose an item.

If you answered yes, please complete the sections below.

Review Section	Action required?	Action/Activity	Person Responsible	By When
Student Satisfaction and Teach Quality	Choose an item.			
Student Performance and Assessments	Choose an item.			
Student Support and Communication	Choose an item.			
Other	Choose an item.			
When did you last complete the quality assurance checklist? https://lo.unisa.edu.au/course/view.php?id=9964			Choose an item.	