

## **Course Review**

### **Preamble**

Course reviews are an important part of the Australian Institute of Business (AIB) quality assurance framework

### **Scope of Course Review**

Course reviews cover entire academic courses in the context of its regulations, overall structure and management, the subjects, major and minor sequences, projects and work experience that make up the course as well as learning outcomes

### **Principles**

Course reviews are to be conducted every five years by a Quality Assurance Committee with reference to

- the strategic directions of AIB
- data from the quality assurance processes related to teaching and learning
- the views of academic staff, students, graduates, employers and other stakeholders.

### **Detail**

#### **1. Quality Assurance Committee**

1.1 The Quality Assurance Committee will comprise:

- a chairperson, who will be either a senior member of the academic staff of AIB who does not teach in the course and/or a member of the Academic Board, or a person external to AIB
- one student representative and/or one recent graduate of the course
- at least one member external to AIB from a relevant academic or professional background
- at least one member external to AIB representing a relevant employer, employer group, or professional body
- one or more staff members who teach in the course
- other persons as appropriate.

#### **2. Terms of reference of the Quality Assurance Committee**

2.1 The Quality Assurance Committee will consider and report on:

- the overall quality of the course and its ongoing relevance, value, viability and sustainability,
- the academic content and structure of the course
- teaching, learning and assessment
- feedback from employers, students and graduates and professional associations

- student demand, progress rates and attrition rates
- human, physical, IT resources, health and safety issues
- the comparability of standards and other relevant factors that may affect the teaching and learning environment where a course is delivered offshore or in a flexible mode of delivery.

### **3 Course review process**

- 3.1 The Quality Assurance Committee will gather information about the course in accordance with the terms of reference.
- 3.2 On completion of the review, the Quality Assurance Committee will submit a report to the Director of Studies.
- 3.3 The Director of Studies will prepare an implementation plan and submit the Quality Assurance Committee report and the implementation plan to the Academic Board for consideration and approval.
- 3.4 The Director of Studies will report annually on the implementation plans as part of the annual review of Key Performance Indicators.

#### **Related Forms:**

Nil

#### **Responsibility:**

Quality Assurance Committee  
Director of Studies

#### **Related Policies:**

Academic Quality Assurance  
Organisational Quality Management

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