



SUBJECT REVIEW PROCEDURE

Governing policy

[Subject Review Policy](#)

Purpose

This procedure sets out the guidelines and details of operationalising the subject review policy.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Procedure

1. The relevant Head of Discipline and/or Director of Research & RHD is responsible for ensuring that subject reviews are conducted as scheduled, or required, and that the recommendations from these reviews are implemented.
 - 1.1. The Director of Academic Operations is responsible for identifying and advising the Academic Dean of subjects requiring review due to falling below threshold expectations. This monitoring is to be undertaken each term.
 - 1.2. Threshold triggers are outlined in the Subject Review Thresholds document.
2. The Academic Dean is responsible for convening the Subject Review Committee that is responsible for undertaking the review. The Subject Review Committee will comprise:
 - 2.1. A senior Academic (either internal or external) outside of the relevant discipline cluster (Chair);
 - 2.2. An OLF who has taught into the Subject within the preceding year
 - 2.3. A representative from Student Central;
 - 2.4. Director of Academic Operations (or nominee);
 - 2.5. Director of Online Learning (or nominee);
 - 2.6. A student representative that has completed the subject in preceding 12 months.
3. The Subject Review Committee will be provided with:
 - 3.1. The Subject Brief;
 - 3.2. The Subject Outline;
 - 3.3. The Subject Map;
 - 3.4. Access to the online Subject;
 - 3.5. The Course Brief;
 - 3.6. AIB Graduate Qualities.
4. The Subject Review Committee will be provided with a data set proving trend data over 2 years against the following measures:
 - 4.1. Number of enrolments;

- 4.2. Student Evaluation of Teaching (minimum 10 responses or at discretion of the Academic Dean);
 - 4.3. Student Evaluation of Subject (minimum 10 responses or at discretion of the Academic Dean);
 - 4.4. Academic Pass Rate;
 - 4.5. Learning analytics;
 - 4.6. Recent Peer review reports;
 - 4.7. Retention Rate;
 - 4.8. Re-enrolment Rate.
5. Qualitative comments from the SETs in the preceding 2 years will be provided to the Subject Review Committee.
 6. The Subject Review Committee may conduct interviews with the students, OLFs who recently taught the subject, Subject Coordinator and/or other AIB academics teaching the subject, and other relevant stakeholders such as student focus groups.
 7. Subject reviews are to be completed on the template in [Appendix A](#) and submitted to the Academic Dean for approval and noting of any actions. The Academic Dean will liaise with the relevant Head of Discipline in this process.
 8. Once approved by the Academic Dean, the Subject Review Report is to be submitted to the Teaching and Learning Committee and/or Research and Higher Degree Committees for approval.
 9. Where actions have been identified and approved, a follow up report noting the implementation and outcomes of the actions is to be submitted to the Academic Dean, the Teaching and Learning/Research and Higher Degrees Committees and Academic Board after two subsequent offerings following receipt of the review.
 10. The Director of Academic Operations will ensure that a brief report advising of the Review outcomes will be made available to staff and students via the Moodle Platform; the report should be uploaded after the relevant Teaching and Learning Committee / Research and Higher Degrees Committee meeting.

Related Forms and Documents:

Course Brief
Subject Brief
Subject Outline
Subject Review Template (See [Appendix A](#))
Subject Review Threshold Document

Responsibility:

Academic Dean

Current Status:	Version 1.2
Approved By:	Academic Board
Effective From:	23 June 2020
Date of Approval:	23 June 2020
Previous Versions:	11 February 2020 11 December 2019 superseded <i>Course and Subject Review Policy and Procedure V5</i>
Date of Next Review:	11 December 2022

Appendix A – SUBJECT REVIEW TEMPLATE

Subject Review Template

Please complete the table below and attach:

1. the subject outline; and,
2. subject data as identified in the Subject Review Procedures and to be provided by Academic Operations

BASIC INFORMATION	RESPONSE
1. Subject Name and Discipline	
2. Core or Elective Subject	
3. Course(s) where subject is offered (i.e. GCM/MBA/RHD Courses)	
4. When was it last offered?	
5. When will it be offered next?	
6. Who was the Subject Coordinator and who were the other staff, if any, who taught the Subject in the past year? Please provide SET scores for each term. And provide commentary on the SET results and details of actions proposed to address and remedy issues, as required.	
7. How does the subject fit with other subjects in the Course / Specialisation? <ul style="list-style-type: none"> • Which Courses is the Subject offered in? • Provide a rationale as to whether the subject is a standalone or part of a scaffolded learning experience. Provide evidence on how students are undertaking the subject (in what sequencing order and with what other subjects). Are there any patterns that we need to be aware of in student enrolments? • Are there any implications for the current entry requirements to the course where the subject is first or second offered? 	
8. Number of Enrolments	

BASIC INFORMATION	RESPONSE
<p>Approximately how many students enrolled in the Subject in all offerings in each instance in the past 2 years? Comment on any positive or adverse trend and describe any actions proposed to address and remedy issues, as required.</p>	
<p>9. Retention Rate Please comment on the Subject retention data over the past 2 years and describe any actions proposed to address and remedy issues, as required.</p>	
<p>10. Academic Pass Rate Please comment on the Subject success data over the past 2 years and describe any actions proposed to address and remedy issues, as required.</p>	
<p>11. Re-enrolment Rate Please comment on the Subject re-enrolment data over the past 2 years and describe any actions proposed to address and remedy issues, as required.</p>	
<p>12. Student Satisfaction Please comment on student satisfaction levels over the last 2 years and how persistent issues raised in student feedback have been addressed and communicated.</p>	
<p>13. Use of Webinars Please provide an analysis of the Webinars provided for students including scheduling, attendance, purpose (i.e. revision, Q&A). Please cross reference this with SET feedback and comments on the effectiveness of the webinars. Describe any actions proposed to address and remedy issues, as required.</p>	
<p>14. Moderation Processes Please describe and comment on the moderation processes and their effectiveness. Describe any actions proposed to address and remedy issues, as required.</p>	
<p>15. Quality Assurance What quality assurance processes are used in the assessment of students' work? (Example: external moderation; double marking of low scoring papers; plagiarism checking etc.). Describe any actions proposed to address and remedy issues, as required.</p>	
<p>16. Assessment Feedback Briefly outline the effectiveness and timeliness of feedback on assessed work provided to students participating in the Subject. Describe any actions proposed to address and remedy issues, as required.</p>	
<p>17. What support strategies are used in the Subject to ensure the needs of student cohorts including those with different learning preferences, disability access plans and/or culturally diverse backgrounds are addressed? Describe any actions proposed to address and remedy issues, as required.</p>	
<p>18. Have there been any changes to Subject topics, assessment or any other aspect of the Subject in the past 2 years? Please detail the changes and consider the impact of the changes on student satisfaction and success (if any).</p>	
<p>19. Describe your conclusions about the overall structure and academic merit of the Subject.</p>	
<p>Curriculum Design</p>	
<p>1. Are the Subject Learning Objectives, curriculum and learning resources appropriate to create a learning experience consistent</p>	

BASIC INFORMATION	RESPONSE
with the requirements of the applicable AQF level? Describe any actions proposed to address and remedy issues, as required.	
2. Are prerequisite subjects required? Does this subject build on the skills or knowledge developed in the prerequisite?	
3. Are the Subject Learning Objectives consistent with, and contributing to, the development of AIB's expected graduate qualities? Describe any actions proposed to address and remedy issues, as required.	
4. Please comment on how assessment within the subject is: <ul style="list-style-type: none"> designed to evaluate students' learning outcomes consistent with the Subject Learning Objectives and the Graduate Qualities; at an appropriate level of difficulty to separate skill levels and measure attainment; designed using appropriate marking rubrics for assignments and tasks at the standard expected of the AQF level. Describe any actions proposed to address and remedy issues, as required.	
5. Please comment on how content: <ul style="list-style-type: none"> flows from easier to more difficult concepts; reads well and is easily understood; is correct and incorporates the current research in the field; is free from typos and errors; is enhanced by appropriate resources (readings, videos, activities, discussions etc.). Describe any actions proposed to address and remedy issues, as required.	

Summary of findings:	
Commentary:	
Commendations:	1. 2. (etc)
Recommendations:	1. 2. (etc)
Optional considerations:	1. 2. (etc)

SUBMITTED BY:	
Name of Subject Reviewer:	
Position of Subject Reviewer:	
Signature:	
Date:	

APPROVED BY:	
Academic Dean:	
Signature:	
Date:	