



## EVALUATION OF SUBJECT, COURSE AND TEACHING POLICY

### Purpose

AIB is committed to the ongoing evaluation of Courses, Subjects and teaching practice of academic staff in order to positively impact the learning experience of students and the continual improvement of AIB Courses, teaching and the content and delivery of Subjects.

### Scope

This policy applies to all academic staff involved in delivery of AIB coursework award Subjects and award Courses. This policy does not apply to delivery of research Course specific Subjects.

### Definitions

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

**Course** in this policy and procedure is defined as an award course or program, i.e. postgraduate course or research course.

**Subject** can be defined as a unit of study usually completed in one term as part of a course of study.

**Teaching** can be defined as activities undertaken in the delivery of education (including lecturing, preparation for and delivery of webinars, online fora, group or individual tutoring, preparation of teaching materials, supervision of students, marking, and preparation for the foregoing activities).

**QILT** means Quality Indicators of Learning and Teaching, a suite of government endorsed surveys for higher education, which cover the student life cycle from commencement to employment. (source: [www.qilt.edu.au](http://www.qilt.edu.au))

### Principles

AIB seeks to regularly gain feedback from students in order to improve the quality of the student experience, Course and Subject design and Teaching practice.

#### 1. Feedback on Subjects

- 1.1. In addition to the informal feedback that is received throughout the Subject offering, AIB collects student feedback on the content, design, assessment, learning experience and learning outcomes of each Subject.
- 1.2. The Subject Student Evaluation of Subjects and Teaching (SEST) feedback is provided to all staff involved in the delivery of the Subject. The feedback

provided is anonymous and depersonalised for the improvement of the Subject content, design and delivery.

- 1.3. Summaries of student feedback and any actions arising from that feedback are made available to students.

## **2. Feedback on Teaching**

- 2.1 In addition to informal feedback that may be collected throughout the Subject, AIB collects student feedback about the Teaching of all academic staff associated with the delivery of the Subject. The individual Teaching feedback is provided to the Subject Coordinator responsible for the delivery of the applicable subject instance. The Subject Coordinator provides the feedback individually to the staff teaching the Subject. The feedback is also provided to the Academic Dean and the Associate Dean, Teaching and Learning, to monitor and continually improve the quality of Teaching.
- 2.2 In alignment with the national Quality Indicators for Learning and Teaching the formal AIB student feedback instrument, the Student Evaluation of Subjects and Teaching (SEST), collects feedback on major quality indicators including Teaching quality, learning engagement, learning resources and student support.
- 2.3 The feedback process is confidential, anonymous and secure, and results are provided to academic staff after student results have been finalised for that teaching period.
- 2.4 The individual staff SEST results are used for the improvement of individual Teaching practice, to identify professional development opportunities and to manage performance (where required).
- 2.5 The aggregated student feedback results are used by AIB to improve its subject design and Teaching approach, to identify opportunities for professional development for academic staff and for quality assurance and improvement purposes.

## **3. Feedback on Course**

- 3.1 In addition to the feedback on Subject and Teaching, AIB collects student feedback when a student has successfully completed their course.
- 3.2 The feedback is anonymous and its findings are used by AIB to improve the quality, design and delivery of the Course.

## **4. Quality Indicators of Learning and Teaching Surveys**

- 4.1. AIB participates in the suite of surveys funded by the Australian Government Department of Education, Skills and Employment. The surveys include:
  - a) Student Experience Survey
  - b) Graduate Outcomes Survey
  - c) Graduate Outcomes Survey - Longitudinal
  - d) Employer Satisfaction Survey.

- 4.2. The aggregated student feedback from QILT surveys is used by AIB to:
- a) improve Teaching and learning outcomes,
  - b) inform on the labour market outcomes and further study activities of graduates, and
  - c) inform on the quality of education provided by AIB and/or other higher education providers.
- 4.3. The outcome from the QILT surveys are public and are accessible on the [ComparED](#) website.

**Related Policies and Procedures:**

Acceptable Use of AIB Information Technology Facilities Policy and Guidelines for Students  
 Student Code of Conduct Policy and Procedure  
 Student Grievance Handling Policy and Procedure  
 Subject Review Policy and Procedure

**Responsibility:**

Academic Dean

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