

STUDENT EVALUATION OF UNITS POLICY AND PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
4	PROCEDURE	1
5	RESPONSIBILITIES	1
	Compliance, monitoring and review.....	1
	Reporting.....	2
	Records management.....	2
6	DEFINITIONS	2
	Terms and definitions.....	2
7	RELATED LEGISLATION AND DOCUMENTS.....	2
8	FEEDBACK.....	2
9	APPROVAL AND REVIEW DETAILS.....	3

1 PURPOSE

- 1.1 To provide a system and requirement for the student evaluation of units which supports the whole-of University approach to continuous improvement of units and providing a positive student experience.

2 SCOPE

- 2.1 This policy and procedure applies to all units every term, irrespective of mode or location. This policy and procedure does not apply to TAFE (VET Moodle) courses/units.

3 POLICY STATEMENT

- 3.1 Student evaluation of units, termed 'unit evaluation', is an essential component of unit operation. Unit evaluations provide information on student perceptions of unit operation that can assist academic staff with their enhancement of the development and delivery of courses. They provide the University with feedback from its students, with the aim of providing a learner-centric view across all units and courses, at all locations and in all modes of delivery, enabling the University to identify and recognise best practice, from the perspective of its students, and to address valid and substantiated issues raised in particular units.
- 3.2 Any information from unit evaluations that is made available to other staff, students or the public will be in a manner that protects the identity and respects the rights of all individuals involved.

4 PROCEDURE

- 4.1 Unit evaluation is undertaken for every offering of a unit, in each term and year. The delivery of the unit evaluation is online through Moodle for all standard 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.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Chair of Learning and Teaching Committee is responsible for ensuring compliance with this policy and procedure.

- 5.2 The Pro Vice-Chancellor (Learning and Teaching) has overall responsibility for ensuring these procedures are followed.
- 5.3 The Information Technology Directorate has responsibility for the online system which conducts the unit evaluations and for dashboards and other systems for viewing quantitative data (staff/student portal).
- 5.4 Learning and Teaching Services are responsible for the announcement of unit evaluation to staff/students and the oversight of the unit evaluation process.
- 5.5 Unit Coordinators are responsible for encouraging students to engage with unit evaluations, and for closing the feedback loop. Similarly, teaching staff at a particular location/campus are expected to encourage students to participate.

Reporting

- 5.6 University Dashboard.

Records management

- 5.7 Any information from unit evaluations that is made available to other staff, students or the public must be in a manner that protects the identity and respects the rights of all individuals involved.
- 5.8 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Moodle: the current learning management system of CQUniversity

7 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Act 1998 \(Qld\)](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015 \(Cwth\)](#)

[Learning, Teaching and Assessment Framework Policy](#)

[Student Charter](#)

8 FEEDBACK

- 8.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Pro Vice-Chancellor (Learning and Teaching)
Next Review Date	25/05/2019

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 14/02/2001
Amendment Authority and Date	Academic Board 28/05/2003; Standing Committee of Academic Board 14/10/2010; Academic Board 13/11/2013; Academic Board 25/05/2016.
Notes	This document consolidates and replaces the Student Evaluation of Courses Policy (dated 13/11/2013) and the Student Evaluation of Courses Procedure (dated 13/11/2013).