



## Annual Course Review – [insert Course Name]

The **Annual Course Review Template** is to be used for making an interim evaluation of an undergraduate course. The report should focus on matters of strategic importance. Responsibility for reporting is with the Course Coordinator. This review does not replace the 5-yearly review.

For each course there shall be a report on:

- background of the course (this can be taken from the previous report and updated to include anything that has occurred in the past 12 months)
- analysis of the course
- future directions for the course
- recommendations.

Once completed the Course Coordinator submits the report to the Head of School for sign off and forwarding to the Chair of the Teaching and Learning Committee for review in consultation with the Course Advisory Committee. A copy of the completed Annual Course Review and evidence of discussions and recommendations of the Teaching and Learning Committee and the Course Advisory Committee will be presented to the Academic Board.

**Please attach relevant documentation (if applicable)**

**Date of this review:**

**Date of last review (if applicable):**

<b>1. Background</b>				
1.1 Course name				
1.2 Course code				
1.3 Course aims/description				
1.4 Briefly state the history of the course				
1.5 Teaching delivery mode				
1.6 Method of assessment (e.g. % written assessment, % oral assessment, % attendance, % examination, %group, %individual etc)				
1.7 What changes, if any, have been made to the course since the last review (if applicable)? Briefly describe (e.g. changes in the mode of delivery, assessment, etc)				
1.8 Enrolments in the last year (EFTSL)?	<u>Total</u>	<u>International</u>	<u>Domestic</u>	<u>ATSI</u>
1.9 Completions this year (EFTSL)?	<u>Total</u>	<u>International</u>	<u>Domestic</u>	<u>ATSI</u>

# Annual Course Review Template

1.10 Academic load and other resources devoted to the course (full-time staff equivalent)		
1.11 Student feedback from the Teaching and Subject Evaluation Survey (TSES) can be included  You can include details about TSES open-ended questions, feedback from focus groups and other questionnaires and surveys used within the Faculty.  Please specify how the data is collected and how many students were involved (if relevant)		<u>Response/outcomes</u>
<b>2. Analysis of the Course</b>		
2.1 Strengths (e.g. graduate outcomes, industry recognition, etc)		
2.2 Weaknesses (e.g. capacity issues, marketing of the course, etc)		
2.3 Opportunities (e.g. areas for growth, enrolment opportunities, collaborative opportunities, etc)		
2.4 Threats/potential problems (e.g. competition, resourcing issues, fee structure, etc)		
2.5 Comments on the adequacy of resources devoted to the course (include staffing resources)		
<b>3. Future Directions (please provide a brief report on future directions for the course for the next three years)</b>		
3.1 Future of the course		
3.2 Projected enrolments		
3.3 Plans for improvements		
3.4 Timeline for implementation of improvements		

## 4. Recommendation

4.1 Is the course meeting its stated objectives (as indicated in Section 1.3 of the form)?

Yes       No

# Annual Course Review Template

Briefly explain reason(s) for your answer:

4.2 Should the course continue to be offered?  Yes  No

Briefly explain reason(s) for recommendation:

**If yes;**

Are additional resources required?  Yes  No

Briefly explain reason(s) for recommendation:

Are modifications required to the course content and/or method of delivery?  Yes  No

Briefly explain reason(s) for recommendation:

4.3 Additional comments:

\_\_\_\_\_  
Signature (Course Coordinator)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Head of School)

\_\_\_\_\_  
Date