# **Context**

Unit reviews are necessary to meet the UNE quality assurance requirements scheduled in agreement with the UNE Academic Quality Directorate. The unit review will evaluate and provide appropriate information pertaining to:

* 1. Currency of content and learning outcomes within units;
  2. Pedagogy and assessment practices within units;
  3. Quality of teaching and learning;
  4. Achievement of learning outcomes within units – and any flow on effect that unit amendments may have on the achievement of learning outcomes for associated courses;
  5. Student perceptions and feedback;
  6. Benchmarking of the curriculum and assessment standards; and
  7. Review feedback;
  8. Eview feedbackplus the FECchivto TRIMnsSS program. and low SES Student cohort involved in the pilot.pervisors would be able toxternal Accreditation (where appropriate);
  9. Evidentiary information including but not limited to Indigenous content, collaboration skills, internationalisation, ethics and sustainability, and industry connections.

# **Relevant UNE Quality Assurance Rule & Procedure**

*Unit reviews must be conducted as per UNE requirements (EXCERPT: QUALITY ASSURANCE PROCEDURES FOR COURSES AND UNITS (COURSEWORK)):*

*(12) Schools will develop a cycle of review of their units that best suits the School's needs. Normally, Units will be reviewed on a three-year cycle.*

*(13) A Unit review involves an evaluation and peer review of currency of content and Learning Outcomes, relevancy for the courses that it relates to, pedagogy and assessment, achievement of Learning Outcomes, and benchmarking of the curriculum and assessment standards.*

*(14) A Unit Review Process, Unit Review Response Template, Unit Review Spreadsheet Template and Unit Review Implementation Template are associated with this procedure for use in the unit review process.*

*(15) Major amendments to a Unit would normally occur not more than once every three years. Cases for amendment outside of this cycle may include amendments required as a result of Unit monitoring, accreditation requirements, legislative changes, proposed changes to funding cluster, changes to staffing and changes to discipline directions.*

# **Process**

* Unit reviews require a whole of discipline approach under the direction of the Course Coordinator;
* Review activities are to be undertaken by sub-discipline teams, with each team being responsible for the review of units allocated to their group;
* Unit Review Teams should include, at a minimum:
* School Academic Manager;
* Chair of School Teaching and Learning Committee;
* School Learning Designer;
* Unit Coordinator;
* Unit Academics;
* Discipline Lead; and
* Other staff members as appropriate.
* Peer Reviewers are to be nominated and should include both internal and external peers;
* Unit reviews should be conducted in a vertical manner so that 100, 200, 300, 400 and 500 levels of related units are reviewed in combination, ensuring that economies of scale, scaffolding of learning, redundancy of units, consolidation points, and pre-requisites are all captured in the review process.
* Prior to conducting a unit review, the Course Coordinator, in conjunction with the Unit Coordinator, will:
  1. Pre-populate the Unit Review Spreadsheet Template (associated document) with detail regarding the units to be reviewed, in preparation for the review to be undertaken by the team;
  2. Ensure that the Unit Review Spreadsheet is made available to the Unit Review Team in a timely manner, prior to the scheduled date for the Unit Review to be conducted.
* For each unit under review, the Unit Review Team is required to:
  1. Complete the Unit Review Spreadsheet Template (associated document);
  2. Review the unit’s Moodle site; and
  3. Review the unit monitoring data through the UNE Power BI tool: [**https://www.une.edu.au/staff-current/staff-services/bi-services**](https://www.une.edu.au/staff-current/staff-services/bi-services)**.**
* Unit Review Teams are required to complete the Unit Review spreadsheet, listing all recommendations, and forward to the relevant Course Coordinator within agreed timeframes;
* The Course Coordinator will:

1. Transfer the recommendations from the Unit Review spreadsheet (Review Feedback\_Recommendations worksheet) to the Unit Review Response template (associated document);
2. The Course Coordinator, in conjunction with the Unit Coordinator, will complete the Actions, Anticipated outcomes, Responsible staff member and Due date details in the Unit Review Response document, save it and email to Head of School for review and approval;
3. Once approval is received, the Course Coordinator will forward the final Unit Review Response document and the Unit Review spreadsheet to the School Academic Manager.

* The School Academic Manager will:

1. Forward the final Unit Review Response document to School Teaching & Learning Committee and the Faculty Education Committee, for noting;
2. Email the final Unit Review Response document and Unit Review Spreadsheet to the Academic Quality Directorate ([**mailto:aqo@une.edu.au**](mailto:aqo@une.edu.au));
3. Ensure that adequate records are kept in TRIM.

* Within six months of a Unit Review being conducted, the Course Coordinator will:

1. Complete the Unit Review Implementation Report (associated document) in conjunction with the Unit Coordinator, updating the progress and status of the implementation of all actions items arising from the original unit review recommendations;
2. Email the completed Unit Review Implementation Report to the Head of School for review and approval;
3. Email the final Unit Review Implementation Report to the School Academic Manager and the Academic Quality Directorate ([**mailto:aqo@une.edu.au**](mailto:aqo@une.edu.au));
4. Ensure adequate records are kept in TRIM.