

A7 - Evaluation

Informing principles

1. University Calendar 7.5 Policy on Teaching and Learning
<http://www.usq.edu.au/resources/75.pdf>
2. University Calendar 4.2 The Planning, Accreditation and Review Process for Academic Programs
<http://www.usq.edu.au/resources/42.pdf>
3. Policy on the Evaluation of Teaching, Courses and Programs
<http://www.usq.edu.au/resources/751.pdf>
4. University Calendar 11.3 USQ Privacy Policy
<http://www.usq.edu.au/resources/113.pdf>
5. Human Resources Policy and Procedure Manual F6 Promotion for Academic Employees
<http://www.usq.edu.au/hr/polproc/partf/f6.htm>
6. Human Resources Policy and Procedure Manual G1 Performance Planning and Review
<http://www.usq.edu.au/hr/polproc/partg/g1.htm>
7. Queensland Public Records Act 2002
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/P/PublicRecA02.pdf>

Goals

1. to fortify the quality cycle for evaluation of learning and teaching for quality enhancement
2. to align with the University's strategic goals and priorities such as graduate attributes/ vertical integration; and
3. to generate salient and timely information or feedback to the University to further inform decision making in learning and teaching issues.

Strategic alignment

USQ Learning and Teaching Operational Plan

- Curriculum Project
 - Program Revitalisation Project
- Enabling Project
 - Learning and teaching evaluation project

Details of Faculty support for an 18 month period

Embedded in a program development team approach, with supplementary support from PQQ and Legal Office.

Tasks, timelines & budgets

Refer to Course and Program Evaluation and Review Framework

Tasks	Timeline	Budget
Post Evaluation Support for Academic Staff		In-house
Post evaluation resources – toolkit (web resources)	Ongoing (dependent on new instrument items) Development site - aim for launch in February 2008	
Post-evaluation outcome report (course examiners)	By Semester 1, 2008	
Post-evaluation professional development packages (links to HR performance management process)	Package 1 (strategies) – by Semester 2 2008 Package 2 (communication) – by Semester 3 2008	
Evaluation of Post-evaluation support system (assessment)	March – June 2009	
Evaluation of Post-evaluation support system report (for improvement)	By July 2009	
Benchmarking opportunities	By July 2009	Travel budget?
Annual Evaluation of Courses		
Student Evaluation of Programs and Courses (new survey instrument based on CEQ)	Trial S1 08 (March – July 2008) Implementation S2 08 (July – November 2008)	
Summary evaluation report (generated by PQQ after every offer/ semester)	On-going by PQQ	N/A
Moderation Process - Faculty based, course specification, alignment of assessment to course objectives	Each semester of offer	Faculty budget

Develop annual evaluation of courses system Comprehensive, quantitative data and qualitative course mapping questions: ie attrition rates; grades analyses; student evaluation outcomes; benchmarking; development and delivery statements	Trial Semester 2 08 (July – November 2008) SharePoint development PQQ	0.5 staff/ admin 1.0 IT/ Programmer (for job 2 and point 3) (may share with 1.0 IT personnel for benchmarking system)
Annual Evaluation of Courses Outcome Report	SharePoint development PQQ	
Annual Evaluation of Program		
Develop program system Comprehensive, quantitative and qualitative – see attached evaluation framework – links to VIP with qualitative program mapping questions on Flexibility, Pedagogy; Assessment; Grad Attributes; Student Engagement and Support; Generic Skills competency; Curriculum innovation; Indigenous Perspectives; Internationalisation; Sustainability; Evaluation; Benchmarking; Variations to triennial Portfolio Plan; Market Analysis; Delivery/Development issues	Linked to VIP timelines SharePoint Development PQQ	0.5 staff/ admin 1.0 IT/ Programmer (for job 2 and point 3) (may share with 1.0 IT personnel for benchmarking system)
Annual Evaluation of Programs Outcome Report		
Annual Portfolio Plan Faculty based – linked to USQ Planning Process, 3 year scope (must be undertaken prior to USQ Planning Process so that data profile can be supplied to support load debate)		

Total Resources/ Budget Required

1.0 Staff/ IT/ Programmer – for items 2 and 3

0.5 Staff/ Admin – for items 2 and 3

Required documentation and policy rewriting

- Policy rewriting - related policies on evaluation, review and accreditation
- Terms of references – for program coordinators and course coordinators

Professional development requirements

Post-evaluation support

2 packages

Target audience: New and existing academic staff

Frequency: Each semester, close to release of summary evaluation report

Annual Course Evaluation

May be in any scope identified from the Annual Course Evaluation Outcome Report

Target audience: Course team, course examiners, course coordinators

Annual Program Evaluation

May be in any scope identified from the Annual Evaluation Outcome Report

Target Audience: Program team

Process, Leadership and Management Packages

Target Audience: Program coordinators/ Senior management

Scholarship opportunities

Faculty – action research project for implementing intervention in course, publish and disseminate project

Communication plan

Information sessions on Annual Course and Program Evaluations

Target 1: Head of Schools/ Associate Deans (L & T)

Target 2: Program coordinators/ program team

Target 3: Course coordinators/ course team

Evaluation strategies

Post-evaluation support

- Impact evaluation of post-evaluation system (delivery - processes and outcomes)
 - Feedback data on delivery processes eg. Workshops/ information sessions, pro-forma forms, tool kit
 - Survey with users of system (staff and students) - quantitative and qualitative
 - Number of post-evaluation outcome reports produced
 - Number of interventions (enhanced courses/ programs) made by teachers in courses

Annual Course and Program Evaluation

- Number of PD identified
- USQ LTPF funding – allocation of funds based on L & T indicators
- CEQ indicators – using PQO's trial of collecting CEQ data at graduation (for programs)

Course and Program Evaluation and Review Plan

USQ-level Evaluation Framework



