POLICY TITLE: Course Quality Control & Review

Purpose
This policy describes the policy and procedures to which all staff must adhere to ensure the integrity and quality of the courses and the procedures for ensuring regular course review.

Policy
Photography Studies College (Melbourne) is committed to a program of quality control and regular review and improvement in the content, delivery and assessment of all its courses.

Policy Statement
Photography Studies College (Melbourne) is committed to providing students with a quality, transformational learning experience and professional degree through their engagement with their studies. As part of that commitment the College has developed this policy to outline the development, accreditation and review of Higher Education courses.

This policy is designed to ensure the College’s courses:
• Advance the College’s mission and strategic goals;
• Are consistent with the College’s Strategic Plan;
• Are supported by resources which facilitate the offering of quality learning experiences and educational outcomes;
• Produce graduates who are equipped with knowledge and skills which will specifically contribute to the wider community and society in general and which promote life-long learning;
• Are planned with advice from internal and external experts;
• Are consistent with internal policy;
• Take account of current best practice; and are aligned to the needs of industry.

Procedures
The procedures for Course Quality Control and Review are divided into eight key categories as follows:

1. Process and procedures for ensuring the adequate management and delivery of teaching
   1.1 Photography Studies College (Melbourne) will continually evaluate the delivery of its courses to ensure that the specified outcomes of the courses are being achieved.
   1.2 Subject evaluations will be conducted at the completion of each subject in the course, and these evaluations will be used to ensure that the teaching is effective and remains relevant to the needs of the students.
1.3 Teaching procedures and materials will be reviewed and adjusted in order to ensure a continuous improvement approach to academic standards and student requirements and/or recommendations.

1.4 Photography Studies College (Melbourne) will encourage and support the professional development of all teaching staff. This development will be in accordance with the guidelines in the PSC Professional Development Policy.

1.5 Photography Studies College (Melbourne) will foster an environment of academic integrity and ensure the principles described in the PSC Academic Integrity Policy are utilised to underpin all approaches in relation to Course Quality Control and Review.

1.6 Photography Studies College (Melbourne) will ensure that procedural materials and/or manuals in relation to Course Control and Review are disseminated throughout the organisation and that the procedures are applied consistently across the organisation.

2. Process and procedures for ensuring the quality control of assessment, moderation and validation of student outcomes

2.1 The policy and procedures for ensuring the quality control of assessment of all subjects is described in the PSC Assessment Policy and the PSC Plagiarism Policy.

2.2 Regular assessment moderation and validation sessions are [will be?] held at the end of each semester to ensure that teaching and learning models used are appropriate and adequate.

2.3 Teaching staff will at all times ensure the integrity of assessment, and utilise methods of assessment that uphold this integrity.

3. Course Record Keeping

3.1 The policy and procedures for ensuring quality control of all records relating to courses and subjects delivered by teaching staff and undertaken by students is described in the PSC Records Management Policy and other related records management policies.

3.2 Photography Studies College (Melbourne) will be responsible for issuing the appropriate qualification when participants have completed all relevant subjects that are required for the issue of a particular qualification. The policy and procedures for ensuring quality control of such issuance is described in the PSC Assessment Policy and the PSC Course Completion and Graduation Policy.

3.3 Records of qualifications granted and subjects completed/not completed will be stored for a period of thirty years.
4. **Course Review & Feedback**

4.1 Photography Studies College (Melbourne) courses will be reviewed at least annually.

4.2 The Academic Board and/or the Course Advisory Committee will determine the parameters for each of the Course Reviews. The Academic Board has determined the academic review cycle at Appendix A.

4.3 All student feedback, as well as teacher feedback and feedback from any photographic professional associations must be included in every Course Review process.

4.4 The Director, Communications and Students and the Academic Director will ensure the integrity of the Course Review and Feedback process and report to the Academic Board and/or the Course Advisory Committee depending on the course being reviewed.

5. **Subject Evaluations and Feedback**

5.1 Student evaluations will be completed and collected following the completion of every subject.

5.2 Students will be provided with feedback on the outcome of subject evaluations.

5.3 All student feedback, as well as teacher feedback will inform the review of subject guides.

5.4 Subject guides will be reviewed and renewed throughout the course life cycle by the Academic Teams and then at the conclusion of each completed cohort (3 yearly) by the Academic Board.

5.5 Any recommended changes to Subject Guides arising from the Subject Reviews, must be approved by the Leadership Group. If the changes are considered to be a major change – i.e. changes to Learning Outcomes, they must be approved by the Academic Board.

6. **Continuous Improvement**

6.1 Photography Studies College (Melbourne) considers all experiences an opportunity for staff and students to learn, reflect and improve. Self reflection and evaluation plays a key role in Photography Studies College (Melbourne)’s continuous improvement and all stakeholders are encouraged to participate in continuous improvement processes.

6.2 Photography Studies College (Melbourne) maintains a Continuous Improvement Action List which records and monitors Photography Studies College (Melbourne)’s continuous improvement plans, implementations and achievements.
7. **Curriculum and Learning Outcomes**

7.1 If as a result of course review and feedback, subject evaluations and feedback and continuous improvement, changes to learning outcomes are identified and recommended for subjects, the Academic Board will determine whether the changes necessitate notification of Material Change as per the TEQSA Material Change Policy and Process (December 2013).

7.2 The Academic Board will determine and monitor the procedures for recording and implementing changes to curriculum content, design and/or learning outcomes.

7.3 The Academic Board will determine and monitor the procedures for version control of any courses under its purview.

8. **Benchmarking**

8.1 Photography Studies College (Melbourne) maintains a Course Benchmarking Register and will develop relationships with other institutions in order to ensure ongoing comparability with higher education course offerings in the same discipline area.

8.2 The **PSC Assessment Policy** details how benchmarking by external institutions will be utilised to assist in assessment moderation and validation. Under the criteria set by this policy, Photography Studies College (Melbourne) will invite an academic from one of the courses listed in the Course Benchmarking Register to participate in Assessment Moderation. This is done in one of the following ways:

- Participation in end of semester visual and/or written assessments
- Review of a sample of assessments across each grading level for a particular subject or group of subjects and from each year level.

The findings of this process are reviewed by the Academic Director who provides feedback to the teachers, and recommends improvements to their assessment procedures as required.

Findings are also fed back into the Leadership Group’s Continuous Improvement Cycle.

8.3 This will also enable criteria to be set against which to evaluate pass/fail rates; retention rates and graduation rates.

8.4 The Photography Studies College (Melbourne) Academic Board will also establish protocols and mechanisms for benchmarking key course indicators against courses listed on the Course Benchmarking Register.

8.5 Photography Studies College (Melbourne) has created Honorary Senior Fellow roles to facilitate benchmarking relationships and processes.
9 STRATEGIC COURSE REVIEW CYCLE

Photography Studies College (Melbourne)'s higher education courses will be reviewed regarding their strategic value and sustainability every three years by the Governing Council.

9.1 The Governing Council will initiate a strategic review of the higher education course and identify the data for consideration in the review meeting. The Governing Council will liaise with the Leadership Group and its committees – Academic Board, Regulatory Risk and Compliance Committee, regarding their particular role in the review process to be undertaken.

9.2 Information that might be considered in Governing Council deliberations include:
   • Enrolments and completions
   • Popularity polls and performance in VTAC preferences
   • Distribution of Student Fee Types
   • Contribution of the course to the College strategic direction
   • Adequacy of relevant resources

9.3 The outcome of the strategic course review, as determined by the Governing Council may be:
   • No change;
   • Major, minor or substantial revision;
   • Suspension or closure

In the event of either of the first two outcomes, changes are to be processed via the Leadership Group and Academic Board. Where the outcome is a recommendation for suspension or closure, the Governing Council will make a recommendation to the Board.

Responsibility
Academic Board
Course Advisory Committee
Academic Director
Director Communications and Students
Teaching staff

Definitions
Nil

Related Documentation

Policies
Professional Development
Academic Integrity
Assessment
APPENDIX A:

Academic Course Review Cycle

There are three levels in the Academic Course Review Cycle for the higher education course of Photography Studies College (Melbourne):

• Subject Evaluation and Review
• Internal Annual Course Review
• Five yearly External Course Review

1. Subject Evaluation and Review

1.1 Every subject that is delivered in the course is evaluated upon its conclusion. Students are given the opportunity and are encouraged to complete a subject evaluation. Students will provide feedback on:
learning outcomes, subject content, subject delivery and resources and their assessment experiences. The college will endeavor to provide the students with feedback on the completed subject evaluations at the conclusion of the subject.

1.2 The Director Communications and Students will collate the data and produce a report for the Leadership Group.

1.3 The Academic Director will ensure that regular assessment moderation and validation sessions are conducted at the conclusion of each subject to ensure that teaching and learning models used are appropriate and adequate as outlined in the Photography Studies College (Melbourne) Assessment Policy and Plagiarism Policy.

1.4 The Academic Director will collate the data produced as a result of these moderation and validation sessions and produce a report to the Leadership Group.

1.5 Student Subject evaluation data and assessment moderation & and validation data will be reviewed and evaluated by the Director of Communications and Students and the Academic Director;

1.6 The Academic Director will provide feedback at Teaching Staff Year Level meetings. Possible changes to the subject will be considered. The Academic Director will discuss any relevant matters concerning teacher performance one on one and report this to the Leadership Group.

1.7 Subject Evaluations and Assessment moderation and validation outcomes are reported to the Academic Board biannually. Subject evaluations and/or assessment moderation and validation may result in changes to Subject Guides, which must be approved by the Academic Board.

2. Internal Annual Course Review

2.1 Photography Studies College (Melbourne) courses are reviewed as a whole and at a subject level annually.

2.2 The performance indicators considered in the review include:

- Teaching and Learning:
  - Adherence to Teaching and Learning Plans
  - student feedback on subjects and quality of teaching and assessment
  - course enrolments and completions
– retention, progression, success rates
– teacher feedback on course
– grievance / complaints

• Benchmarking:
  – external recognition
  – external stakeholder feedback

• Physical and electronic resources and infrastructure:
  – student learning resources
  – OH&S
  – adequacy of equipment

• Management and Human Resources: Staffing - ratios and skills and experience

2.3 The Leadership Group will conduct the internal review and provide a formal report to the Academic Board.

2.4 The Academic Board will review the findings and provide a formal report of findings and recommendations to the Governing Council.

3. External Course Review

3.1 An external course review will be conducted every five years by TEQSA in accordance with TEQSA policies and procedures. At the discretion of the Governing Council, an out of cycle course review may also be requested.

3.2 Administration support will be provided to the external audit panel to coordinate and collect data from the relevant sources of the college and provide support to the audit team.

3.3 The external audit panel will provide a report to the Governing Council for review and will make recommendations on the Teaching and Learning, Facilities, Strategic fit and Market Viability of the course.

4. Continuous Improvement Process

4.1 The Leadership Group maintains a Continuous Improvement Action List, which records and monitors the college’s continuous improvement plans, implementations and achievements. The Leadership Group will record and maintain findings from the Academic Course Review cycle in the Continuous Improvement Action List.
PSC Continuous Improvement Cycle

Leadership Group Meetings

STUDENT FEEDBACK
- Learner Survey
- Post Enrolment
- End of Unit / Module Evaluations
- Annual Surveys
- Student suggestions
- Student grievances / complaints

STAFF FEEDBACK
- Class / Session Feedback
- Probationary Staff Reviews
- Internal Staff Reviews
- Year Level Teacher Meetings
- Unit content input
- Staff Meetings
- Informal Feedback

INDUSTRY INPUT
- Course Advisory Committee
- Industry Placement Feedback
- External Stakeholder Feedback including benchmarking
- Alumni Input

ACADEMIC GOVERNANCE
- PSC Governing Council
- PSC Academic Board
- PSC Course Advisory Committee

OTHER
- Digital IT Governance Committee
- Finance Committee

BUSINESS METRICS
- Enrolment and Completion Data
  - Enrolment Rates
  - Withdrawal Rates
  - Completion Rates
  - Enquiry Rates
  - Student Growth
  - Management Targets
- Strategic Plan
- New Programs

POLICY / PROCEDURES
- Learning & Teaching
  - Communications & Students
  - Student Demographics

OPERATIONS
- Learning & Teaching
  - Communications & Students
  - Facilities
  - Student Records
  - Staff Records
  - Staffing needs & requirements
  - Professional Development

REGULATION & COMPLIANCE
- Internal Audits
- NVR / ESOS standards
- Financial Audit
- FEE HELP
- External Audits
- Educational Services Award
- Regulatory Risk & Compliance Committee

Review and endorsement by Leadership Group at Leadership Group meetings

Continuous Improvement Action List
- Record of Outcomes of CI Actions
- Timeline
- Responsibility & Completion

PSC Learning & Assessment
Communications & Students
Facilities & Systems

Leadership Group Meetings

© PSC
Photography Studies College (Melbourne)