

# Course Performance Reports 2018 – Procedures

## Intent

These procedures provide the details for the completion of annual Course Performance Reports in 2018. The procedures are updated annually to reflect relevant timelines as well as any enhancements arising from the previous year's process. Key findings from the Course Performance Reports will be utilised by Divisions and Colleges in reviewing and planning changes to academic programs and to inform the development of Academic Division and College plans.

## Scope

These procedures and the associated policy apply to all Course Coordinators, College Deans, Associate Deans Learning & Teaching, Directors of Academic Quality and Strategy and other staff with designated responsibilities for the preparation and approval of the reports required by the policy.

## Definitions

**Course:** an approved Higher Education Award of the University as defined in the [Policy Glossary](#)

**Course Performance Report (CPR):** An annual report completed by the Course Coordinators for designated undergraduate and postgraduate courses as listed within the Course Performance Report template.

**Division Academic Performance Reports (DAPR):** Annual reports completed by the relevant Deputy Vice Chancellor identifying key strengths, weaknesses and priorities for the following year as identified from the Division's suite of Course Performance Reports.

## Procedures

### 1. Course Performance Report Preparation and Approval

- 1.1 The courses that require a Course Performance Report will be determined annually by each Director of Academic Quality and Strategy and the Deputy Vice Chancellor Academic. The clustering of some courses for reporting purposes may be approved by the Directors of Academic Quality & Strategy.
- 1.2 A Course Performance Report is to be completed annually by the Course Coordinator for each course listed in the Course Performance Report template. The report will contain key course performance data, current for the previous year, as provided by the Quality, Planning and Analytics Directorate via the Cognos reporting service. The data for 2018 reports can be found at [JCU Course Performance Report Live - IBM Cognos Viewer](#)
- 1.3 The Course Coordinator should consult with all staff who have taught into the course so that the report is a comprehensive assessment of the strengths and weaknesses of the course. First Year Coordinators should be included where relevant in these discussions.
- 1.4 A Course Performance Report template is provided each year. The template sets out the core information required. See [CPR template 2018](#)
- 1.5 Completed Course Performance Reports require sign off by the responsible Course Coordinator in consultation with the Associate Dean of Learning and Teaching (ADLT) and College Dean before forwarding to the respective Director of Academic Quality and Strategy for final submission to Quality Planning and Analytics with an overarching executive summary from each Division.

## 2. Follow-up Reporting on the Course Performance Reports

- 2.1 Analysis and follow-up of consolidated data sets will be undertaken by the Divisions, Quality, Planning and Analytics and other key stakeholders (e.g. the office of the Deputy Vice Chancellor Academic and Student Life, the Office of Learning, Teaching and Student Engagement) as appropriate.
- 2.2 A preliminary report containing the divisional executive summaries provided by each Division will be prepared by Quality, Planning and Analytics which will be provided to Education Committee. A more detailed analysis at the Division level will be undertaken in the form of Divisional Academic Program Reports. These will subsequently be reported to Education Committee.
- 2.3 The process for consideration by key University level committees of Course Performance Reports analyses and action plans will be determined on an annual basis with a view to informing university wide strategies for course enhancement.
- 2.4 Course Performance Reports will be placed on the Quality, Planning and Analytics website for reference by the relevant committees as required.
- 2.5 It is expected that the relevant staff and committees at the College and Academic Division level will take an active role in the review of the Course Performance Reports and associated reports on findings. Overseeing the development and implementation of the strategies or actions identified in the Course Performance Reports is a key quality assurance and enhancement role for these staff and committees. Key strategies should be captured in the Academic Division and College planning processes.
- 2.6 Completed Course Performance Reports will contribute to periodic Comprehensive Academic Course Reviews.

## 3. Timelines

Timelines for the Course Performance Reporting process are set each year so that the report findings may be included in the annual planning cycle discussions. Key dates and process steps are shown in the table below.

8 Feb	Information Session for Course Coordinators on 2018 reporting requirements Release of the 2018 report template Release of Cognos data reports (latest Student Survey Data not available at this point, will be populated when available.)
20 April (10 weeks)	Course Performance Reports completed by Course Coordinators. Submit to College Dean for sign off.
27 April	College Deans to sign off. Submit to Director of Academic Quality & Strategy
4 May	Directors of Academic Quality & Strategy to submit (electronic) final CPRs to Quality, Planning and Analytics (QPA) along with executive summary of CPRs
11 May	CPR summary submitted to Education Committee meeting and/or Division Board of Studies (DBoS)
May	CPR summary submitted to Division Board of Studies (DBoS)
May-June	Development of Division Academic Program Reports by Divisions.

15 June	DAPR submitted to QPA
22 June	DAPRs submitted to Education Committee meeting.
June - September	<p>Development of Divisional Plans by Divisions.</p> <p>Continued analysis of CPR findings and annual planning cycle of Academic Divisions informed by findings from the Course Performance Reports.</p> <p>Use CPR data for continuous improvement of academic offerings.</p>

#### 4. Roles and Responsibilities

<b>Role</b>	<b>Responsibility</b>
Course Coordinators	<ul style="list-style-type: none"> <li>• Completion of CPRs in collaboration with teaching team, Academic Head and ADLT</li> </ul>
Associate Deans Learning and Teaching	<ul style="list-style-type: none"> <li>• Support Division in preparation of DAPR</li> </ul>
Academic Head	<ul style="list-style-type: none"> <li>• Consultation in development of CPR</li> </ul>
College Deans	<ul style="list-style-type: none"> <li>• Sign off CPRs from ADLT</li> <li>• Support Division in preparation of DAPR</li> </ul>
Directors Academic Quality and Strategy	<ul style="list-style-type: none"> <li>• Sign off CPRs</li> <li>• Co-ordination of DAPR completion by Division</li> <li>• Provision of final DAPR to QPA</li> </ul>
Learning, Teaching and Student Engagement Directorate	<ul style="list-style-type: none"> <li>• Support Division in preparation of DAPR</li> </ul>
Division academic management team (Course Coordinators, ADLTs, Deans, DAQS)	<ul style="list-style-type: none"> <li>• Construction of DAPR</li> </ul>
DVC Academic	<ul style="list-style-type: none"> <li>• Academic collaboration</li> </ul>
Quality, Planning and Analytics	<ul style="list-style-type: none"> <li>• Develop and maintain Cognos reporting service</li> <li>• Co-ordinate CPR and DAPR agenda items to Committees</li> <li>• Advisory to Divisions in preparation of DAPR</li> </ul>
Education Committee	<ul style="list-style-type: none"> <li>• Monitoring and oversight of academic governance</li> </ul>
Academic Board	<ul style="list-style-type: none"> <li>• Monitoring and oversight of academic governance</li> </ul>

## 5. Available data

The data to be interrogated by the Course Coordinator for the Course Performance Report is contained within the Cognos reports provided by Quality, Planning and Analytics. Data will be provided for 2013, 2014, 2015, 2016 and 2017 to enable longitudinal analysis.

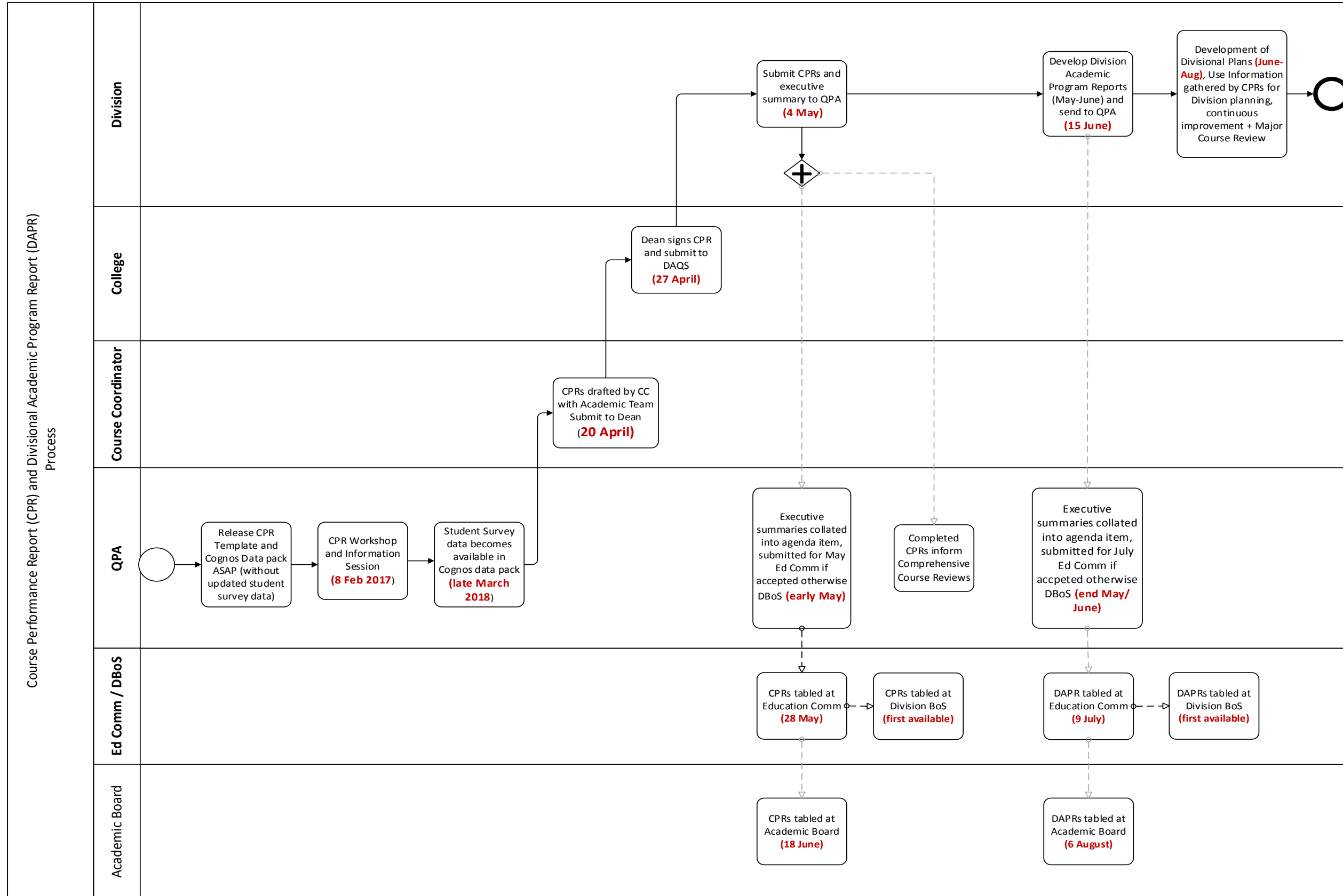
The Cognos report includes a number of primary and secondary 'traffic lights' for a proportion of the data sets to assist Course Coordinators to more easily analyse the data.

Data provided is as follows:

Course Information - This section provides details of the course, course code.

1. Course Demand and Viability
  - Commencing student load (EFTSL);
  - Total student load (EFTSL);
  - Enrolments commencing;
  - Total enrolments;
  - Enrolments commencing domestic;
  - Enrolments commencing international;
  - Enrolments commencing low SES;
  - Enrolments commencing Indigenous;
  - Enrolments commencing rural and remote;
  - Average load (Part Time Ratio);
  - First preferences (QTAC);
  - Conversion of offers to enrolments (QTAC);
  - Indicative course revenue;
  - Fee scholarships
2. Retention
  - Course retention;
  - University retention
  - Student achievement (Subject success rate)
3. Outcomes
  - Total Completions;
  - Domestic completions
  - International completions
  - GDS – Full time employment
  - GDS – full time study
  - Median graduate salary
4. Student Experience
  - 4.1 YourJCU Subject Survey:
    - Overall subject satisfaction;
    - Clear learning outcomes
    - Use of delivery methods for understanding
    - The subject was well organised
    - Assessment activities for understanding
    - Timely feedback
  - 4.2 Course Evaluation Questionnaire (CEQ):
    - Overall satisfaction;
    - Good teaching;
    - Generic skills;
    - Graduate qualities;
  - 4.3 University Experience Survey (UES):
    - Quality of overall educational experience
    - Quality of teaching

6. Flow of Course Performance Reporting and Division Academic Program Reporting



## Related documents and legislation

[Course Performance Reports and Division Academic Program Reports – Policy](#)

[Division Academic Program Report 2018 – Guidelines](#)

---

## Administration

NOTE: Printed copies of this policy are uncontrolled, and currency can only be assured at the time of printing.

### Approval Details

Policy Sponsor	Deputy Vice Chancellor Academic and Deputy Vice Chancellor, Services and Resources
Date for next Major Review	30/11/2018

### Revision History

NOTE: A minor amendment will not result in a change of the next major review date.

*Approval date - the date the approval authority approved the establishment, minor or major amendment or disestablishment*

*Implementation Date - the date the policy was published in the Policy Library and is the date the policy takes effect*

Version	Approval date:	Implementation date:	Details	Author
18-1	07/02/2018	15/02/2018	Updates to annual reporting requirements	Quality, Standards and Policy
16-2	21/012/2016	02/02/2017	Updates to annual reporting requirements	Quality, Standards and Policy
16-1	14/02/2016	15/02/2016	Updates to annual reporting requirements	
15-2	6/05/2015	6/05/05	Minor amendment to include hyperlinks	
15-1	5/05/2015	5/05/2015	Revision of CPR guidelines Update report specifications Change of Approved Authority in line with JCU re-structure.	
14-1	14/04/2014	16/04/2014	Updates to annual reporting requirements	
13-1	11/04/2013	12/04/2013	Updates to annual reporting requirements	
12-1	28/02/2012	29/02/2012		