

**ASSURANCE OF LEARNING POLICIES AND PROCEDURES
TEAM MANAGERS within each PROGRAM or MAJOR**

INTRODUCTION

The Assurance of Learning (AoL) process within the UWA Business School is embodied in how we teach and assess. Over the past few years we have incorporated within our normal activities opportunities for review and evaluation of the goals and objectives of our programs and how we teach, assess, and evaluate student learning in order to meet those goals and objectives. For a number of years, for quality assurance, including accreditation, we have kept a record of:

- The program goals and how units contribute to program goals – T&L Activities
- The assessment of student learning
- The evaluation of whether students demonstrate achievement of learning goals

This document describes the steps to be followed by **TEAM MANAGERS** with respect to the ongoing review and evaluation of aspects of AoL within programs and majors, including the collection and evaluation of information about AoL for the purposes of quality assurance for meeting the Australian Qualifications Framework and AACSB accreditation.

The AoL process is one of continuous improvement and contains a number of steps. In summary, every year the HOD or nominee will be responsible for the review of each program/major to ensure that:

- The TEACHING AND LEARNING ACTIVITIES remain appropriate and applicable for the purposes of meeting the goals and objectives of the program/major;
- That the ASSESSMENT OF STUDENT LEARNING within the units of the program/major will appropriately measure the achievement of the goals and objectives of the program/major; and
- The goals for the program remain relevant and reflect Australian Qualifications Framework, any relevant discipline learning outcomes established by the Australian Business Deans Council and professional bodies.

Every two or three years, data will to be collected and student performance assessed to enable the EVALUATION OF STUDENT LEARNING and the effectiveness of the teaching and learning activities.

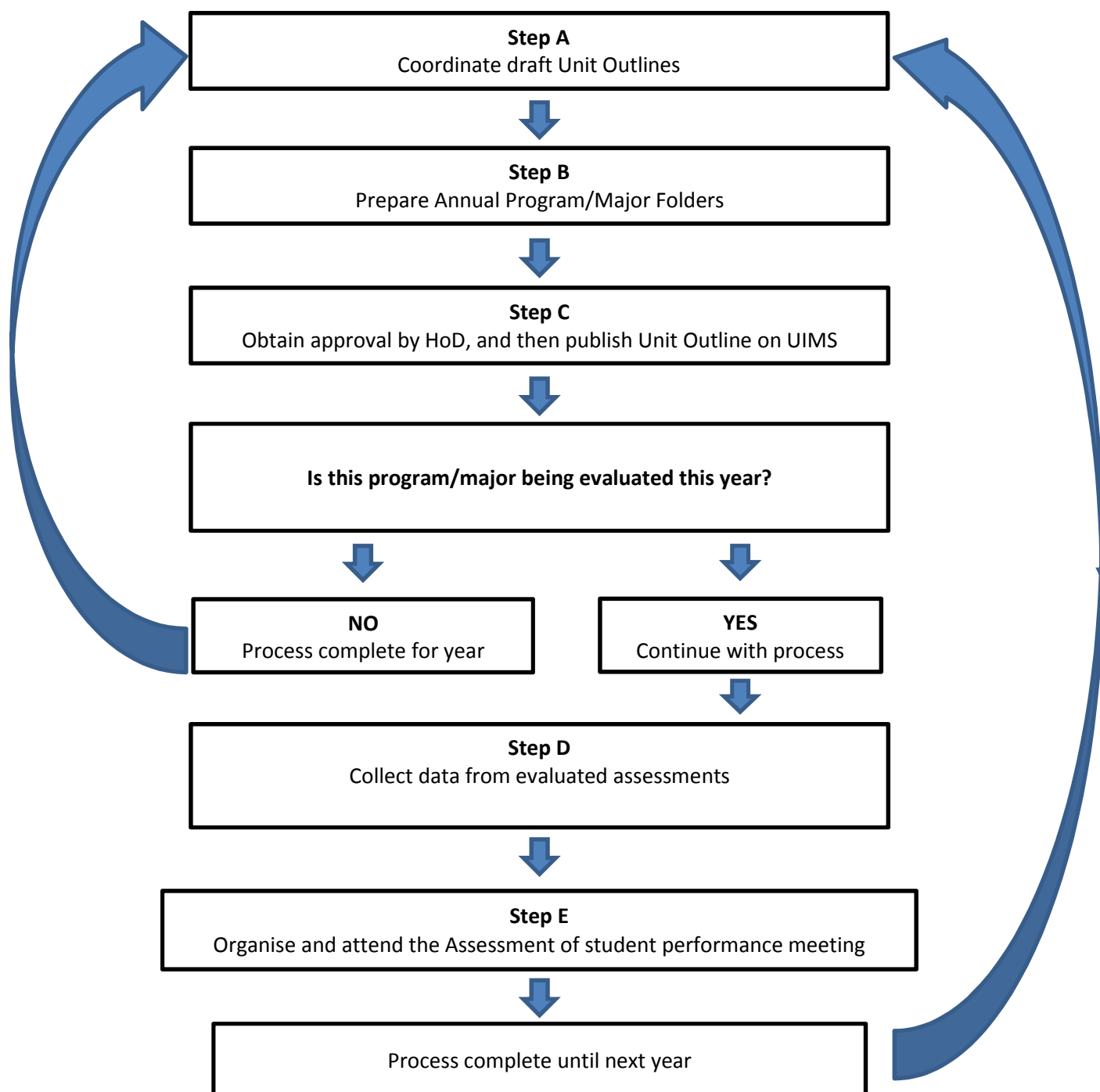
This evaluation will be used to provide information for the following review period, to improve the AoL process where required and provide documentation for the purposes of AACSB accreditation. The schedule below provides the periods during which individual programs/majors will be evaluated.

UNDERGRADUATE	2011	2012	2013	2014	2015
B.COM – ACCOUNTING		X			X
B.COM – FINANCE		X			X
B.COM – MANAGEMENT		X		X	
B.COM – HRM		X		X	
B.COM – MARKETING	X		X		
B.COM – ECONOMICS					X
B.COM – DOUBLE MAJOR ECON			X		X

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POSTGRADUATE	2011	2012	2013	2014	2015
MPA		X			X
MHRER		X		X	
MMKT	X		X		
MECON			X		X
MBIM	X		X		
M.COM	X		X		
MBA	X		X		

The following figure presents a summary of each step within the AoL process from the perspective of the TEAM MANAGERS. This is followed by detailed guidance on how and when each step is to be completed.



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STEP A: COORDINATE DRAFT UNIT OUTLINES

Due Date: To be completed at least 6 weeks prior to the commencement of each teaching period.

Team Managers to request Unit Coordinators complete Unit Outlines.

Once complete draft Unit Outlines are received from Unit Coordinators, Team Managers to copy edit the Unit Outlines (format, spelling, dates etc.)

STEP B: PREPARE/UPDATE PROGRAM/MAJOR FOLDERS

Due Date: To be completed 4 weeks prior to the commencement of each teaching period.

Team Managers to prepare (at the commencement of the first teaching period for the year) and thereafter maintain a **PROGRAM/MAJOR FOLDER** for each program and each major. The following information is to be included:

1. Sign-off sheets (See Appendix A)*
2. A copy of the program/major current curriculum map (link: [2010 – 2015 Curriculum Map](#))
3. The draft unit outline for each unit on the Curriculum Map showing program/major learning goals, objectives, and assessment tasks for each core unit **
4. A copy of the latest [Assessment of student performance Meeting Report](#)

NOTES:

* Team Managers responsible for ensuring each Step is signed-off

** Unit Outlines for units in other faculties can be downloaded from UIMS (log in as Guest to access)

The Team Manager should bring to the attention of the HOD or nominee, any major changes in assessment or learning outcomes in any units.

STEP C: OBTAIN APPROVAL BY HOD, AND THEN PUBLISH UNIT OUTLINES ON UIMS

Due Date: To be completed at least 2 weeks prior to the commencement of each teaching period.

Once, the HOD or nominee receives the PROGRAM/MAJOR FOLDER they will have the opportunity to review any changes in Unit Outlines. Any changes will be reviewed in the context of the impact on the whole Program/Major to ensure:

- the teaching and learning activities remain appropriate and applicable for the purposes of meeting the goals and objectives of the program/major;
- that the assessment of student learning within the units of the program/major will appropriately measure the achievement of the goals and objectives of the program/major; and

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- the goals for the program remain relevant and reflect Australian Qualifications Framework, any relevant discipline learning outcomes established by the Australian Business Deans Council and professional bodies.

The HOD or Nominee should review any major changes with the Assoc. Dean Teaching and Learning.

The HOD or nominee should complete the review of the PROGRAM/MAJOR FOLDER (including approving any changes made) and return the Folder to the TEAM MANAGER.

The TEAM MANGER should then:

- publish the Unit Outlines on UIMS
- reflect the changes on the current Curriculum Map, have the HoD or Nominee sign off those changes, and forward the Map, together with the changes to the Marketing and Accreditation Manager in order to update the Map on the Web. A copy should also be forwarded to the Assoc. Dean Teaching and Learning for his information.

IS PROGRAM BEING EVALUATED THIS YEAR?

NO? – PROCESS COMPLETE UNTIL NEXT YEAR

YES? – SEE STEP D

STEP D: COLLECT DATA ON ASSESSMENT ITEMS BEING EVALUATED

Due Date: As soon as the information is available

Review the Curriculum Map noting each unit where assessment data is to be collected.

Provide Unit Coordinators with a class list for the unit being evaluated. (typically, use the spreadsheet template attached)

For each unit containing a piece of assessment being evaluated include in the **PROGRAM/MAJOR FOLDER:**

1. A copy of the assessment/s being collected (for example the assignment question or the exam question)
2. Samples of the individual student submissions

In addition, obtain from the **Unit coordinators:**

3. A spreadsheet with all student marks and grades for students in the unit that are enrolled in the PROGRAM/MAJOR being evaluated [template attached]. The spreadsheet is to be completed on the following basis:

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- If a particular question in an exam is being evaluated, then the Unit Co-ordinator/team manager should provide a breakdown of these results
 - Any results of 0 should be removed from the list of results
4. A sample of 10 student assessments with 2 from each grade where available.(for students in the unit that are enrolled in the PROGRAM/MAJOR being evaluated)
5. A reflection on:
- The extent to which the assessment item demonstrates achievement of PROGRAM/MAJOR objective
 - Student performance in that assessment item
 - Planned improvements to the assessment item
6. **Team Managers** to collate samples and store

STEP E: COLLECT INFORMATION FOR ASSESSMENT OF STUDENT PERFORMANCE REPORT

Due Date: If the teaching period is the final teaching period for the year for the program/major, the due date is three working days prior to the Assessment of Student Performance Meeting. If the teaching period is NOT final teaching period for the year for the program/major, within 2 weeks after the submission of exam results.

Team Managers should forward the following information to the Marketing and Accreditation Manager who will prepare the Assessment of Student Performance Report for each Program/Major:

1. For each Learning Goal
 - a. The specific objective
 - b. The name of the unit addressing each specific objective
 - c. The occasion when the unit was run (if run multiple times, the occasion evidence from the unit is being used for evaluation purposes)
 - d. The unit coordinator
 - e. The assessment item
 - f. The spreadsheet indicating student performance on the Assessment Item (See attached)
 - g. Any unit coordinator comments on student performance
 - h. Any unit coordinator comments on planned improvements to the assessment

STEP F: ATTEND ASSESSMENT OF STUDENT PERFORMANCE MEETING

Due Date: The Team Manager should coordinate this meeting during the week following submission of exam results in the final teaching period of the year.

The Assessment of Student Performance meeting report should be emailed to all members of the Program Review Committee prior to the meeting.

The Program Review Committee comprises the following:

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Program Review Committee
Head of Discipline or nominee (whichever appropriate)
Team Manager
Associate Dean T&L (Chair)
Postgraduate or Undergraduate Program Director (whichever appropriate)
Instructional Designer
Marketing and Accreditation Manager
Unit Coordinators for each unit that includes assessment being evaluated

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APPENDIX A: SIGN OFF SHEET – TEAM MANAGERS

YEAR:

PROGRAM / MAJOR:

Step	Activity	Date completed	Changes made?*	Team Manager Name	Signature	Date due
A	Coordinate draft Unit Outlines					6 weeks prior to the commencement of the teaching period
B	Prepare Annual Program/Major Folders					4 weeks prior to the commencement of the teaching period
C	Obtain approval by HoD, and then publish Unit Outline on UIMS					6 weeks prior to the commencement of the teaching period
	Is this program/major being evaluated this year? Yes: Continue with process No: Process complete until next review period					
D	Collect data from evaluated assessments					As soon as the information becomes available
E	Collect information for assessment of student performance report					Final teaching period?: YES, three working days prior to the Assessment of Student Performance Meeting NO, within 2 weeks after the submission of exam results.
F	Coordinate and attend "Assessment of Student Performance" meeting					After the final board of examination for the year

* If changes have been made, please advise Assoc. Dean T&L.

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APPENDIX B: SIGN OFF SHEET – HOD or NOMINEE

YEAR:

PROGRAM / MAJOR:

Step	Activity	Date completed	Changes made?*	HOD or Nominee Name	Signature	Date due
A	Review broad learning goals and objectives to ensure they are relevant and appropriate					4 weeks prior to the commencement of each teaching period each year
B	Liaise with unit coordinators and Assoc. Dean, Teaching and Learning with respect to changes in units					3 weeks prior to the commencement of each teaching period each year
	Is this program/major being evaluated this year? Yes: Continue with process No: Process complete until next review period					
C	Approve Unit Outlines prior to publication on UIMS					2 weeks prior to the commencement of each teaching period each year
D	Liaise with team managers on collection of data from evaluated units					Ongoing throughout the year
E	Attend "Assessment of Student Performance" meeting					After the final board of examination for the year
F	Incorporate the findings from the Assessment of Student Performance meeting into subsequent reviews of the program/major					4 weeks prior to the commencement of the first teaching period of the subsequent year

* If changes have been made, please advise Assoc. Dean T&L.

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APPENDIX C: SIGN OFF SHEET – UNIT COORDINATOR

YEAR: _____ UNIT _____ PROGRAM / MAJOR: _____

Step	Activity	Date completed	Changes made?*	Unit Coordinator Name	Signature	Date due
A	Prepare draft Unit Outlines					6 weeks prior to the commencement of each teaching period each year
B	Contribute to review of PROGRAM or MAJOR by HOD or Nominee					4 weeks prior to the commencement of each teaching period each year
C	Ensure all teaching and assessment is undertaken so that objectives and goals on curriculum map are achieved					Ongoing throughout the teaching period
	Is this Unit part of a Program or Major that is being evaluation this year? Yes: Continue with process No: Process complete until next review period					
D	Provide data from evaluated assessments to Team Manager					As soon as the information becomes available
E	Attend the Assessment of student performance report meeting					After the final board of examination for the year

* If changes have been made, please advise Assoc. Dean T&L.