

# Evaluation of Learning and Teaching Procedure

## Section 1 - Introduction

(1) Australian Catholic University is committed to high-quality learning and teaching, research, and community engagement and to the achievement of outstanding learning outcomes for students and graduates. To this end it has established the [Evaluation of Learning and Teaching Policy](#).

(2) The Evaluation of Learning and Teaching Procedures describe the manner in which the Evaluation of Learning and Teaching will be administered. The Student Evaluation of Learning and Teaching (SELT) surveys are the main data collection process for unit and teaching evaluation at ACU. Evaluation of units and teaching through a variety of strategies is encouraged. The Professional Experience (ProfEx) surveys will replace SELT surveys for coursework units identified by the relevant Faculty as having significant work integrated learning components.

## Section 2 - Schedule for Conduct of SELT and ProfEx Surveys

(3) In accordance with the [Evaluation of Learning and Teaching Policy](#), SELT surveys will be completed in every study period in which a unit is taught. The schedule for ProfEx surveys will be determined in consultation with the Faculty responsible for the units. Surveys will, however, only be conducted for undergraduate and postgraduate coursework units which have enrolments of 10 or more students in the relevant study period. Other methods of collecting qualitative, quantitative and open response data are recommended to obtain student feedback on units not covered by SELT or ProfEx surveys.

## Section 3 - Responsibilities

### The Centre for Education and Innovation (CEI)

(4) The Centre for Education and Innovation has responsibility for overall administration and coordination of the SELT and ProfEx survey processes in collaboration with relevant areas of ACU (such as, Information Technology, Student Administration, Faculties and Schools), including:

- a. identifying appropriate survey dates and the staff teaching in coursework units;
- b. identifying the students undertaking relevant units;
- c. communicating with staff and students regarding administration of the surveys, including the purposes for which the survey results may be used;
- d. collating survey data and distribution of results in accordance with the [Evaluation of Learning and Teaching Policy](#);
- e. periodically monitoring the validity and reliability of SELT and ProfEx survey data; and
- f. managing the administration of the SELT and ProfEx systems.

## Faculties and Schools

(5) Executive Deans, Associate Deans, Learning and Teaching and National/State/Deputy Heads of School as appropriate and other supervisors have responsibility for:

- a. reviewing the SELT and ProfEx survey results;
- b. consulting where relevant with other National Heads of School or Associate Deans, Learning and Teaching for SELT and ProfEx survey results for units sponsored by another School and/or Faculty;
- c. discussing the outcomes with various stakeholders, including relevant teaching staff and committees;
- d. developing and implementing appropriate strategies to enhance the quality and resourcing of unit delivery and of learning and teaching in the relevant unit(s) for the future;
- e. preparing reports on implementation and quality improvement strategies, including evaluation information, in general emails to students; and
- f. discussing with staff appropriate strategies for promoting student participation in SELT and ProfEx surveys.

(6) In the case of the University Core Curriculum units, the Executive Dean, Faculty of Theology and Philosophy, Associate Dean (Learning and Teaching), Faculty of Theology and Philosophy and Core Curriculum Coordinator have the responsibility to exercise these roles.

## Academic Staff

(7) Individual staff members who teach in units and/or coordinate units have responsibility for:

- a. informing students, through the Unit Outline and other appropriate unit information, of the nature of actions or changes implemented as a result of prior student feedback;
- b. encouraging students to participate in the SELT and/or ProfEx surveys;
- c. reviewing their SELT and/or ProfEx survey results and discussing the results with their nominated supervisor; and
- d. utilising SELT and/or ProfEx survey results in such manner as they deem appropriate in connection with probation, progression, applications for promotion and/or related purposes.

(8) In the case of ACU Online units, individual staff members are encouraged to discuss feedback with the Academic Lead, Asynchronous Online Learning.

## Students

(9) Students, as partners in the learning relationship, have an entitlement to and responsibility for:

- a. contributing to the continuous improvement of their courses of study;
- b. participating in processes (such as SELT and ProfEx surveys) through which they can provide feedback on learning and teaching in units in which they are enrolled; and
- c. providing feedback in a professional and appropriate manner.

(10) Any student feedback which is offensive or abusive will be removed from the survey report when it is detected. If a student response in the written form is deemed to be unlawful, the University will undertake an appropriate course of action.

## **Section 4 - Application to Study Periods and Modes of Study**

(11) The processes and timelines referred to in these Procedures relate specifically to the conduct of SELT surveys for units offered in standard study periods and where teaching and learning occur across the study period. Some variation of the timelines and processes may be negotiated between the CEI and National Heads of School for units taught in non-standard study periods, in practicum and/or in other modes.

## **Section 5 - Compilation of Data on Units to be Surveyed**

(12) The CEI will, in consultation with Student Administration, obtain a report from the University student system listing:

- a. by School and by Campus, all undergraduate and postgraduate coursework units (other than Honours and Special Study units) which have an enrolment of 10 or more students in that study period;
- b. the names, email addresses and student numbers of all such enrolled students, and where available
- c. the names of the nominated teachers for each such unit.

(13) Faculties are responsible for providing Student Administration with the names of nominated teachers for each unit. Where this information has not been provided in the University student system, the CEI will be responsible for obtaining this information directly from the Faculties.

(14) The CEI will make available appropriate lists to the respective National/State/Deputy Heads of Schools as relevant to confirm:

- a. the offering of the unit and whether there are any factors which would affect the conduct of the SELT or ProfEx survey for that unit; and
- b. the names of all staff involved in teaching the unit for inclusion in SELT surveys.

(15) The relevant National/State/Deputy Heads of School will provide the requested confirmation within five working days; in the absence of receipt of any such confirmation, CEI will assume that the surveys should be conducted in accordance with standard practice.

(16) Following finalisation of these data, CEI will ensure creation and administration of the online evaluations.

## **Section 6 - Timing and Accessibility of Surveys**

(17) SELT surveys will normally open at the commencement of week 10 of each standard study period and will remain open until one week after completion of the designated examination period for that study period. CEI will consult the relevant Faculty for the ProfEx survey periods.

(18) In any case in which scheduling of SELT surveys is inappropriate due to the mode and/or timing of teaching in a unit, the National Head of School will liaise with CEI regarding appropriate timing of the survey.

(19) Prior to opening of surveys for the standard study period, CEI will notify:

- a. all staff of the timelines for SELT surveys for the relevant study period; and the secure website where staff can

view SELT response rates relevant to their teaching areas;

- b. students of the purpose of and timelines for SELT or ProfEx surveys, the purposes for which the survey results may be used, encourage their participation and circulate reminder emails during the period in which the surveys are open; and
- c. Associate Deans, Learning and Teaching in Faculties of the timelines for SELT and ProfEx surveys, and circulate updates on response rates during the period in which the surveys are open to encourage student participation in the surveys.

## Section 7 - Survey Results

(20) The results of the SELT and ProfEx surveys for all units surveyed will be compiled and circulated by CEI, as below. Survey reports are normally available after the publication of examination results for the relevant study period. The SELT or ProfEx survey data will not be reported for a unit Course Registration Number (CRN) if there are fewer than five respondents; however the quantitative data will be included in an overall report for each School and Faculty.

(21) SELT reports on individual units will be available to the staff members included in the SELT survey of each unit, to the National/State/Deputy Head of School as appropriate, Associate Dean, Learning and Teaching and Executive Dean. SELT reports on the University Core Curriculum units will be available to the Executive Dean, Faculty of Theology and Philosophy, Associate Dean (Learning and Teaching), Faculty of Theology and Philosophy and the Core Curriculum Coordinator. If necessary, the National/State/Deputy Heads of School and other nominated supervisors may consult with the Core Curriculum Coordinator in relation to SELT survey results for teaching in the University Core Curriculum units.

(22) In the case of ACU Online units, ProfEx and SELT reports (Part A and Part C only) will also be available to the Director, Digital Education and the Academic Lead, Asynchronous Online Learning to support the evaluation of units taught by ACU Online.

(23) ProfEx reports on individual units will be available to Associate Dean, Learning and Teaching and Executive Dean.

(24) Summary reports for units taught by each School will be provided to the National/State/Deputy Head of School as appropriate, Associate Dean, Learning and Teaching and Executive Dean.

(25) Summary reports for units within the responsibility of each Faculty will be provided to the relevant Associate Dean, Learning and Teaching and Executive Dean.

(26) Summary reports will be provided to the Vice-Chancellor and President, the Provost and Deputy Vice-Chancellor (Academic). Those officers may also access more detailed reports on request.

(27) The CEI may aggregate SELT and ProfEx data, at the level of courses, Faculties and/or the University as a whole, for quality assurance purposes, course implementation and review, and/or reporting for Academic Board and government.

(28) Quantitative and free response data may, at the discretion of the relevant National/State/Deputy Head of School or at the direction of the Associate Dean, Learning and Teaching or Executive Dean, also be made available to course implementation or review or other committees undertaking course design, development, implementation and/or review, subject to removal of identification of participating students and staff.

## Section 8 - Actions on Survey Results

(29) Executive Deans and relevant National/State/Deputy Heads of School will ensure that appropriate follow-up action

is taken in relation to the results of SELT/ProfEx surveys.

(30) Brief reports on the key issues arising from, and actions taken in relation to, the SELT/ProfEx survey outcomes will be provided by:

- a. National/State/Deputy Heads of School as appropriate to the Executive Dean by no later than the end of week 6 of the following standard study period; and
- b. Executive Deans to the Provost and Deputy Vice-Chancellor (Academic) by no later than the end of week 10 of the following standard study period.

(31) Any improvements in unit delivery and/or to enhance teaching and learning outcomes are to be implemented before the unit is next offered for all units where the SELT/ProfEx results are known.

(32) Any scholarly or research activity that intends to use SELT survey results must comply with the [National Statement on Ethical Conduct in Human Research](#). Relevant scholars or researchers must not use the SELT/ProfEx as a research tool, but may develop their research focus from their understanding of the SELT/ProfEx results. Research data cannot be used in a public research report. If the scholars and researchers plan to investigate student views, they must adhere to the [Survey, Interview and Focus Group Governance Framework](#).

(33) As part of the process for closing the feedback loop with the students, it is critical that relevant staff take appropriate actions to maintain the commitment of students to participate in SELT surveys. The teaching staff and other officers of the University are expected to explain to students the SELT process, including the purposes and manner in which the results may be used. In particular, staff and students need to discuss the uses of student feedback to improve the quality of learning and teaching in the University.

(34) Students will be informed, through the Unit Outline and other appropriate unit information regarding the nature of actions or changes implemented as a result of prior student feedback. This information should be updated prior to the next offering of the unit, to improve the quality of learning and teaching in the University.

## Section 9 - Delegation

(35) Executive Deans, Associate Deans, Learning and Teaching and relevant National/State/Deputy Heads of School may delegate responsibilities under these Procedures to other officers as appropriate, and will notify the Centre for Education and Innovation and other relevant officers/sections accordingly.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	19th December 2023
<b>Review Date</b>	2nd December 2027
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	19th December 2023
<b>Expiry Date</b>	29th October 2024
<b>Responsible Executive</b>	Melissa Collins Policy and Project Manager, Office of the Provost
<b>Responsible Manager</b>	Melissa Collins Policy and Project Manager, Office of the Provost
<b>Enquiries Contact</b>	Centre for Education and Innovation