Course and Student Monitoring Procedure

Section 1 - Governing Policy

(1) This Procedure is governed by the Course and Student Monitoring Policy.

Section 2 - Scope / Application

(2) This Procedure is applicable to learning and teaching activities in non-award and award pathways, undergraduate and postgraduate (coursework) courses and units on all campuses and in all modes of offer. This includes offshore and partnership education programs, placements, practicums and work integrated learning activities. Monitoring of research and research training is accomplished through activities aligned with the Higher Degree Research Policy.

Section 3 - Composition and Operation of Course Monitoring Committees

(3) Course Monitoring Committees (CMCs) will have Terms of Reference (TOR), which include membership, responsibilities, and meeting protocols, tabled for approval with the relevant Faculty Board.

(4) CMCs will include in their membership all National Course Coordinators and Course Advisers, and at least one member who represents each campus or mode where courses are offered.

(5) CMCs may include, as required by the needs of the course/discipline/program, and approved by the Faculty Board, other members such as Heads of Discipline, Deputy/Assistant Heads of School, other School/Faculty leaders, and/or other university staff.

(6) CMCs may co-opt academic staff members as required to fulfill their function.

(7) The Chair of a CMC will be an academic based in the relevant School at the level of senior lecturer or higher and will be appointed by the Faculty Board on the recommendation of the Executive Dean. The Chair does not need to be a Course Adviser.

(8) Chairs of CMCs are appointed for a two-year term and are eligible for re-appointment.

(9) The Chair will liaise with School and Faculty leaders to ensure the membership of the CMCs are inducted, trained, and enabled to fulfil their responsibilities as members of the CMC.

(10) CMCs will meet as often as necessary to fulfil the functions outlined in this procedure and not less than twice per year.

(11) CMCs will keep records of meetings and report regularly to the relevant Faculty Board or committee of Faculty Board.

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(12) CMCs will maintain an annual workplan that systematically addresses the committee's monitoring obligations under its TORs.

(13) CMCs will undertake an annual self-evaluation to ensure its activities align with its responsibilities.

Section 4 - Responsibilities of Course Monitoring Committees

(14) CMCs operate in line with the principles articulated in Section 4 of the Course and Student Monitoring Policy.

(15) CMCs are responsible to the Faculty Board for scrutinising all matters under Section 6 of the Course and Student Monitoring Policy.

(16) CMCs will, via inclusion as standing items on their annual work plans, monitor, quality assure and suggest improvements in relation to the following matters per Section 6 of the Course and Student Monitoring Policy:

a. the operation of admission requirements, course rules, course maps and pre-requisites;
b. the learning and teaching resources available to students including LMS sites;
c. management support of sessional academics teaching into relevant units;
d. the formal learning environments, including technical spaces, required to deliver courses;
e. matters arising from the Moderation activities triggered by the Assessment Policy and Assessment Procedure.
f. formal and informal student feedback and satisfaction per clause (59) of the Student and Public Complaints Procedure and in line with the requirements of the Evaluation of Learning and Teaching Policy and Student Evaluation of Learning and Teaching Survey Procedure.
g. outcomes and actions in relation to the Academic Benchmarks approved by the Academic Board and set out in ACU Internal Benchmarks Schedule of this procedure, based on data provided by the Centre for Education and Innovation;
h. trends in relation to student academic integrity and misconduct as per the Student Academic Integrity and Misconduct Policy and Student Academic Misconduct Procedure;
i. matters raised via internal referral from academic and professional staff involved in the implementation and delivery of the course;
j. matters raised via partners in relation to Work Integrated Learning (WIL);
k. matters emerging in the discipline, profession or sector that may impact the currency of ACU's offer; and
l. the appropriate integration, uptake, and use, and where appropriate, prohibition, of artificial intelligence tools, including generative AI (GenAI), within curriculum and assessment in line with the Principles for Use of Artificial Intelligence in Teaching, Research and Research Training Policy.

(17) Where a course monitoring committee identifies areas for action, further investigation, or improvement, it provides advice to management and furthers matters through via the relevant ACU policy. CMCs do not exercise any academic delegation aside from ongoing monitoring.

Section 5 - Composition and Operation of Cohort Monitoring Committees

(18) Cohort Monitoring Committees (CoMCs) are designed to facilitate the monitoring of Identified Cohorts per Section 5 of the Course and Student Monitoring Policy.

(19) CoMCs will have TOR which include membership, responsibilities, and meeting protocols, tabled for approval with the Academic Board or relevant Committee of Academic Board.

(20) The Chair of CoMCs will be appointed by the Provost and Deputy Vice-Chancellor (Academic) or relevant member of the Senior Executive.

(21) The Chair will liaise with relevant university leaders to ensure the membership of the CoMCs are inducted, trained, and enabled to fulfil their responsibilities as members of the CoMC.

(22) CoMCs will meet as often as necessary to fulfil the functions outlined in this procedure and not less than once per year.

(23) CoMCs will keep records of meetings and report regularly to the relevant committee of Academic Board.

(24) CoMCs will maintain an annual workplan that systematically addresses the committee's monitoring obligations under its TORs.

(25) CoMCs will undertake an annual self-evaluation to ensure its activities align with its responsibilities.

(26) CoMCs may employ a naming convention appropriate to its needs.

Section 6 - Cohort Monitoring: Aboriginal and Torres Strait Islander Students

(27) The Aboriginal and Torres Strait Islander Education Committee functions as the CoMC for this cohort.

(28) This Committee monitors and provides advice in relation to:

a. the operation of ACU's Indigenous Higher Education Units; and
b. relevant ACU Strategies per the Committee's TOR.

Section 7 - Cohort Monitoring: Education Pathways

(29) Education Pathways will convene a CoMC to monitor all award and non-award programs and cohorts delivered by Pathways.

(30) The Pathways CoMC will include representation from Faculty as required and fulfil the functions of Section 4 of this Procedure.

Section 8 - Cohort Monitoring: International Students

(31) The Internationalisation Committee (IC) of Academic Board functions as the CoMC for International Students.

(32) The IC monitors matters related to ACU's support for international students, Education Services for Overseas Students Act 2000 (Cth) compliance and the performance of Agents.

Section 9 - Cohort Monitoring: Student Support Services

(33) The University Learning and Teaching Committee (ULTC) is the CoMC for students who access ACU support services.

(34) The ULTC monitors the activities and initiatives ACU undertakes to support students through co-curricular activities and their engagement with support services.

Section 10 - Cohort Monitoring: ACU Core Curriculum

(35) The Faculty Board of Theology and Philosophy or a committee convened by that Faculty Board is the CoMC for the Core Curriculum per clause (34) of the Structuring Coursework Programs Policy.

(36) The CCOC monitors unit-based matters outlined in Section 4 of this Procedure.

Section 11 - Cohort Monitoring: Academic Integrity and Misconduct

(37) The University Learning and Teaching Committee is the CoMC for Academic Integrity and Misconduct.

(38) Monitoring and reporting operates per the Student Academic Integrity and Misconduct Policy and Student Academic Misconduct Procedure.

Section 12 - Record Keeping and Action Tracking

(39) The responsible Faculty or university work unit must maintain records of monitoring and action arising out of CMCs and CoMCs.

(40) Records must be accessible and auditable.

(41) Records must be maintained per part 16 of the Records Retention and Disposal Schedule.

Section 13 - Review

(42) In line with the Policy Development and Review Policy, this Procedure will be reviewed in line with the governing policy and is scheduled for review every five years or more frequently if appropriate.

Section 14 - Further Assistance

(43) Responsible Officer - queries on policy and Higher Education Standards Framework (Threshold Standards) 2021 compliance.

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Status and Details

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Responsible Manager	Andrew O'Neil Chair, Academic Board
Enquiries Contact	Office of the Provost and Deputy Vice-Chancellor (Academic)

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