Course and Student Monitoring Policy and Procedure

Centre for Education & Innovation

Thursday & Friday, 15 & 16 February 2024

The Policy and what there is to do

The Course and Student Monitoring Policy is applicable to all 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.

It is supported by the Course and Student Monitoring Procedure.

- Development of Terms of Reference and Membership for the Course Monitoring Committees and Cohort Monitoring Committees (CMCs and CoMCs).

- Ensuring relevant, accurate and timely data is available, as required by the Policy

- Ensuring accurate records are maintained of monitoring and action arising out of CMCs and CoMCs.

Priorities and Milestones

February 2024	March-April 2024	May-June 2024	Early July 2024
Draft Terms of Reference and Membership for CMC's finalised	Continuing discussion regarding data provision	Continuing discussion regarding data provision	Implementation of Policy and Procedure in line with end of Semester 1, 2024
Faculty Boards to provide final review and approval of individual Faculty TOR	Review of reporting documentation	Finalisation of reporting templates for meetings	Review of project implementation, including data availability and consistency
CEI and Student Administration commence discussions on data requirements and reporting			

More information?

Course and Student Monitoring Policy / Document / Policy Library (acu.edu.au)

Course and Student Monitoring Procedure / Document / Policy Library (acu.edu.au)

Schedule A: Internal Benchmarks

Associate Dean's Learning & Teaching

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