**External Program Review Self-Review Report Template**

****[Insert name of Program]**

**Date: Primary Author:**

The following is designed to assist the development of a report to address the aims and scope of a program review.

Through a series of guiding questions, it offers an opportunity to consider and reflect on a program’s longer term performance. In particular, it asks for analysis as to how the various components of a program cohere with and support its overall aims and objectives, and provides a platform from which to plan future initiatives.

Writers are encouraged to submit one report where more than one program is being reviewed at any one time, and when these are strongly linked.

It is recommended that this report be developed in consultation with all relevant academic and administration staff.

It is recommended that, wherever possible, answers are kept brief and to the point.

This report will be evidenced based.

The questions are offered as guidelines and might not be applicable in all instances.

1. **BACKGROUND AND AIM OF THE PROGRAM**

**Briefly outline the programs aims and objectives, its background, and development over time. How does it fit within the strategic priorities of the University?**

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1. **PROGRAM STRUCTURE**

**Briefly outline the program structure, or if changes are planned, how the program will be structured in the future. Consider:**

* + How the program is/will be organised, in terms of core, compulsory and directed courses?
  + Are there any new courses, majors, or other structural innovations proposed?
  + What is the rationale for this structure? If there are no changes/innovations proposed, what is the justification for this?

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1. **CURRICULUM**

**3.1 Program content: Briefly outline the core knowledge, skills (cognitive and practical), and attitudinal outcomes** **that are required to be learnt by students studying this program. Consider:**

* + Do the core and directed courses adequately support students to achieve the programs’ graduate attributes?
  + Does the curriculum ensure the relevant AQF learning outcomes and University requirements are met?
  + How is or how will Indigenous perspectives be addressed in the program?
  + How is or how will Internationalisation be addressed in the program?

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**3.2 Teaching and Learning: Briefly outline and provide a rationale for the teaching and learning approaches that underpin the learning in this program. Specifically:**

* + How will these relate to and support the program objectives?
  + How will these develop graduate attributes and prepare students for post-university life, such as to enter the workforce and or undertake further learning?
  + What is in place to enable students to engage with research and Work-Integrated Learning (WIL)?
  + What opportunities are or will be in place to enable students to link/integrate the various parts of their learning in this program? This might include capstone projects, integrated assessments, and the like.

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* 1. **Assessment: Briefly outline and provide a rationale for the assessment approaches/methods to be used in this program. Specifically:**
  + How will these relate to and support student learning and the program outcomes?
  + How will these relate to the industry/professional environment, and the development of graduate attributes?

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* 1. **What other changes, if any, are proposed to the learning, teaching and assessment design of this program? Why are these planned?**

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1. **QUALITY ASSURANCE PROCESSES**

**Briefly outline the QA processes/methods used to ensure academic rigour, coherency and consistency within this program. Consider:**

* + How is consistent quality of delivery ensured across courses?
  + How are assessment practices monitored to ensure fairness, consistency and validity?
  + How is the quality of course outlines, handbooks and other provided study information/resources monitored and maintained?
  + What future changes if any are proposed to the quality assurance processes, and for what purpose?

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1. **STAFFING PROFILE AND GOVERNANCE**

**Briefly outline the staffing profile, governance structure and challenges of the program. Specifically:**

* + What is the location of the various Program offerings?
  + Do the academic staff have the relevant qualifications and experience necessary to facilitate effective delivery of the program/s now and in the future?
  + Are there any challenges within the governance structure, academic staffing profile and administration support for this program? What is required to address these?
  + What changes, if any, are proposed to the staffing profile and governance of this program, and why?

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1. **STUDENT DEMOGRAPHICS**

**Briefly outline the demographic mix of students and how these are catered for. Specifically:**

* + Briefly outline the demographic mix of students at entry, including qualification levels, as well as age, gender, and ethnic mix.
  + What has been put in place, if anything, to cater for/accommodate this demographic mix?
  + What other developments are proposed, if any, to better cater for the student demographic of this program?
  + What strategies are in place to recruit Indigenous students into the program?

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1. **DEMAND**

**Outline the trends in demand for the program in recent years. Specifically:**

* + Has this program met or exceeded its EFTSL targets since the last review? What are the probable causes of any shortfall/surplus?
  + If applicable, what has been done or is planned to address any EFTSL shortfalls?
  + Does the program attract and retain international and Indigenous students?

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1. **STUDENT ORIENTATION, SOCIALISATION AND SUPPORT**

**Briefly outline how students are orientated into and supported within the program.**

* + Orientation: How are students orientated into this program and how effective is this process at settling students into learning?
  + What strategies/processes are in place to provide academic and pastoral support for students? In particular, what specific support exists to enhance the experience/support of first year students?
  + What is in place to counsel students as to which learning pathways to take?
  + How are or will the needs of students with a disability be accommodated?
  + How are or will the needs of Indigenous students be accommodated?
  + How are or will the needs of international students be accommodated?
  + What are students saying about the effectiveness of these strategies/policies in terms of assisting them with their learning? What evidence is there to support this?
  + What future changes, if any, are proposed to the way students are orientated and supported in this program?

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1. **STUDENT FEEDBACK**

**Briefly outline the themes in student feedback about this program. Specifically:**

* + What are students and graduates saying, in general, about this program and the courses within it?
  + Consider curriculum, teaching, assessment, management as well as any other aspect seen as being relevant.
  + Refer to specific evidence provided in: student forums, past SFC, past SFP, UES, AGS reports and other relevant sources.
  + What has been or will be the response to this feedback? What actions have been put in place, and how effective are/were these?
  + How is information communicated to students regarding their feedback and the Faculty’s response to it?
  + What other changes, if any, are proposed in the way student feedback is gathered and issues addressed?

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1. **STUDENT SUCCESS, PROGRESSION AND ATTRITION**

**Briefly outline the patterns of student success since the last review. Consider:**

* + Have there been significant increases/decreases in overall success rates? How is this accounted for?
  + Are there particular courses which stand out for their high success/failure rates? How is this accounted for?
  + Are there particular year groups, or demographic groups, which stand out for their high success/failure rates? How is this accounted for? Consider also the success rates of equity target groups, in particular Indigenous students and international students.
  + If applicable, what has been done or will be done to address decreasing or low student success?
  + Briefly outline the patterns of student attrition from the program since the last review.

1. Have there been any significant increases/decreases in student attrition? How is this accounted for?
2. How have or will the program address any increases in attrition?

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1. **PROGRAM CURRENCY**

**Briefly outline the strategies used to ensure the program remains current in terms of the core knowledge, skills and attitudes that students learn. Consider:**

* + What processes/strategies are in place to ensure the program retains currency with, and is informed by, contemporary professional and industry trends and practices?
  + What are the relevant professional, industry and community bodies and other stakeholders saying about this program, in terms of its curriculum relevance and quality of graduates? Where/how has this feedback been obtained? What changes have been made in response to this feedback?
  + What is planned to assist the program to remain current?

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1. **TEACHING AND RESEARCH CURRENCY**

**Briefly outline what mechanisms and supports are in place to assist academic staff remain current in their research and teaching practices. Outline:**

* + What processes and support mechanisms are in place to ensure academic staff are current in their teaching practice? What hindrances are there?
  + What processes and support are in place to ensure academic staff remain current in their research? What hindrances are there?
  + What else is proposed, if anything, to assist the program to retain teaching and research currency in the future?
  + Does the program support student entry into postgraduate opportunities (including research and coursework) available in the same discipline at the University?

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1. **PROGRAM CHANGES**

**Briefly outline any other major changes made to this program since the last review, not already mentioned, including rationale and evaluation.**

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1. **PROGRAM ACCREDITATION**

**If this program has undergone an accreditation process since the last review, briefly outline the outcome. Include any recommendations/requirements and actions developed to ameliorate these.**

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1. **OTHER INFORMATION**

**Briefly outline any information relevant to this program and review not already mentioned above. Consider, in particular:**

* + What other issues, not already mentioned, are impacting on the effectiveness of this program? Please provide supporting detail.
  + What other plans and innovations, not mentioned above, are planned for this program? Why are these proposed?
  + Are there any other important points to be raised that are not already covered in this report?

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**External Program Review Self Review Report Action Plan Template**

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| **Recommendations** | **Action(s), including explanation as to how this will address the issues identified in the recommendation** | **Persons responsible** | **Completion date** | **Progress** |
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