Requirement to report to UEC on each course with an agreement rate of under 50% for Overall Satisfaction in the SELT survey (for courses with 5 or more responses)

CASS Process
Royston Gustavson
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At its meeting on 09 March, the University Education Committee adopted a series of processes relating to ANU by 2020 Performance Indicator B5; see ATTACHMENT 5A.

CASS is required to respond to 2011 SEL data not later than Wednesday 11 April, which is before the next CASS Education Committee meeting
There are two categories of responses required:
(i) when the agreement rate is less than 50% after two or more successive offerings;
CASS is required to make a case for the retention of the course in question;
(ii) where the agreement rate is less than 50%, but either the immediately preceding agreement rate was at least 50%, or the course was offered for the first time.

The UEC paper does not outline the process for preparing these responses. The following processes are recommended for CASS.

General Process
1. The person responsible for preparing the response on each course for the University Education Committee is:
   for category 1: the Director of the relevant Research School
   for category 2: the Head of the relevant School
2. The Head of School will submit the School’s category 1 responses to the Director of the relevant Research School for endorsement.
3. All responses will be submitted to the CASS Education Committee for endorsement, either in meeting or by flying minute.
4. The endorsed responses will be submitted to the CASS Executive Committee for approval, either in meeting or by flying minute.
5. The approved responses will be forwarded to the University Education Committee secretariat.
The written response for UEC

1. The response for each course should “be 200 words or fewer and should focus on specific actions and timeframes to improve the student experience.”

2. The response must relate to the course, not the teaching staff. These responses will be kept in confidence within the CASS Education Committee and the Heads of School, but they should refrain from citing the names of individuals. Responses will not be in public agenda papers and not on the intranet.

3. The response should be based on:
   (i) an examination of both quantitative and qualitative responses to all questions on the SEL questionnaire;
   (ii) the course outline;
   (iii) the course Wattle site;
   (iv) one-on-one interviews with (a) the course convenor if currently employed at ANU (required); (b) lecturing staff on full-time or fractional full-time appointments (required); and (c) any sessional staff who accept the invitation to be interviewed;
   (v) any documents submitted by the course convenor or teaching staff; and
   (vi) any other evidence deemed appropriate.

4. The response should have at least the following sections:
   (i) Issues impacting on the agreement rate
   (ii) What has been or is being done to address the agreement rate

Additionally for case of retention or discontinuation:
   (iii) Recommendation to either retain or discontinue the course.
   (a) Where a course is recommended for retention, the importance of the course as a pathway, and its role in programs, majors, minors, and specialisations, should be outlined.
   (b) Where a course is recommended for discontinuation, a completed course amendment form, including transitional provisions, should be attached. The impact on any majors, minors, or specialisations that include the course must be considered.

Additionally for the CASS Education Committee

1. Outline generic issues and actions from which there are general learnings for CASS courses, which may either increase, or which may reduce the change of decrease, the agreement rate for other CASS courses.
2. The next time a course for which a response has been prepared is run, a follow-up report is to be submitted to the CASS Education Committee. This report is to include the SEL agreement rate; an analysis of the effectiveness of the actions taken; and general learnings for CASS courses.