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# **Macleans College - POLICIES & DIRECTIVES**

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SECTION NO: **200**

POLICY NO: **203**

ISSUE DATE: 05/03/03

TITLE: **DEVELOPMENT & EVALUATION  
OF TEACHING PROGRAMMES**

ISSUE NO: 2

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## **Course Evaluation**

### **RATIONALE:**

The Macleans College Board of Trustees recognises that the evaluation of course delivery and effectiveness is essential for the maintenance and development of quality education for students.

### **PURPOSES:**

- 1 To improve the quality of teaching and learning.
- 2 To ensure that the Equity Policy is implemented.
- 3 To ensure resources are being used to the best advantage for student needs.
- 4 To provide direction for staff development.

### **GUIDELINES:**

- 1 This policy is the responsibility of the Board of Studies.
- 2 Each Head of Faculty (HOF) will establish the faculty's own course evaluation programme that incorporates staff and student participation.
- 3 Each HOF will submit the faculty's course evaluation programme to the Board of Studies prior to the commencement of the course.
- 4 At course conclusion, HOFs will submit to the Board of Studies the course evaluation which will be included in their annual report:
  - Evidence that course objectives were met
  - Evidence of student, staff, and HOF evaluation
  - Recommendations
- 6 The careers department will monitor student requests for tertiary education and job specification information and inform the Board of Studies of any changing trend.

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- 7 The careers department will keep detailed data on leavers and supply this to the Board of Studies.
- 8 Student applications for courses will be monitored by the Board of Studies to gauge the relevance of courses.
- 9 Retention and success rates by gender and racial groups will be monitored by the Board of Studies.
- 10 Where necessary, the Board of Studies will recommend changes to course content, teaching practice and structure to HOFs.
- 11 Resources will be made available by the Board of Trustees to ensure that effective evaluation of courses can take place.

## **COMMITMENT:**

The Macleans College Board of Trustees will ensure that courses are regularly evaluated and will assist staff in seeking improvements.

## **OTHER RELEVANT DOCUMENTATION:**

Faculty Reviews