Student Cohort Monitoring Procedure

Section 1 - Purpose

(1) This Procedure supports the implementation of the Quality Assurance Framework Policy by outlining the University's approach to monitoring students within identified cohorts.

Scope

(2) This Procedure applies to all staff involved in the implementation of this Procedure.

Section 2 - Policy

(3) Refer to the Quality Assurance Framework Policy.

Section 3 - Procedures

(4) The University will gather and curate data to inform Student Cohort monitoring and reporting in accordance with this Procedure.

(5) The University will analyse the data for various student cohorts. These cohorts may include, but are not limited to:

a. cohorts that are traditionally identified in the Australian education system (such as students from different fields of education or courses, students participating in different modes of study or at different locations, international students, Indigenous students, socially disadvantaged students);
b. students in diversity groups or who may have potential educational disadvantage;
c. students offered substantial credit, including through a pathway arrangement; and
d. groups demonstrating poor performance.

(6) The University will utilise key indicators to monitor Student Cohorts, including but not limited to:

a. student outcomes data (success rates, progression, WAM, completions);
b. retention and attrition data;
c. Quality Indicators of Learning and Teaching (QILT) suite of surveys; and
d. aggregate government data.

(7) Benchmarking will be performed, where appropriate, to establish comparative measures and guide evaluation.

(8) The Office of the Deputy Vice-Chancellor (Academic) or the Office of the Deputy Vice-Chancellor (Research), as appropriate, will review and provide an analysis of Student Cohort data. This analysis will inform the development of institutional and Faculty/Macquarie University College reports, in consultation with the relevant areas. These reports, will be prepared for submission as appropriate to:

a. Academic Senate to assist it to carry out its functions as specified in the Academic Senate Rule;

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b. Faculty/College Board to assist them to carry out functions specified in the Faculty Board Terms of Reference and the Macquarie University College Board Terms of Reference; and
c. Executive Group (or nominated committee, group or officer/s) to inform strategies and activities to improve the experience, engagement and success of students.

(9) The University Council will monitor and oversee the experience, engagement and academic success of all students, including identified Student Cohorts. This will be conducted through reports from Academic Senate for academic related matters, and from its committees and the Vice-Chancellor (or other senior officers as requested) for non-academic related matters.

Section 4 - Guidelines

(10) Nil.

Section 5 - Definitions

(11) The following definition applies for the purposes of this Policy:

a. Student Cohort means a specific group of students whose members are identified as sharing characteristic/s.

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