

TQAIC Annual Monitoring Report

Purpose

This document is the annual monitoring mechanism for collaborative teaching arrangements offered by Monash University. The document is maintained by the Office of the Deputy Vice Chancellor (International).

Transnational Quality Assurance and Improvement Committee

A key function of the Transnational Quality Assurance and Improvement Committee (TQAIC) is to assure the quality of transnational collaborative teaching arrangements and make recommendations for improvement. TQAIC is responsible for monitoring and reviewing the academic, business, strategic and reputational case for continuing each arrangement. TQAIC must ensure the suitability of the contractual terms governing each arrangement.

TQAIC is a sub-committee of the Learning, Teaching and Quality Committee, which reports to Education Committee.

Monash Quality Cycle

The Monash Quality Cycle explicitly recognises the cyclical nature of planning, implementation, performance assessment (monitor and review), revision and updating. This is represented diagrammatically as follows¹.



The 'evaluate' phase of the quality cycle includes both monitor and review. Monitoring is defined as "a short and medium term activity mainly for developmental or formative purposes"² **and** typically uses or consolidates existing data. The Annual Monitoring Report is an example of monitoring.

¹ Quality at Monash: Values and Principles. *Centre for Higher Education Quality*. Monash University. June 2001. p9

² Ibid

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Reviewing, in contrast with monitoring, is a longer term and more formal process. TQAIC also undertake review activity through its three yearly cycle of reviews of collaborative teaching arrangements. These are described elsewhere.

Process for TQAIC Annual Monitoring Report

The Annual Monitoring Report provides faculties and the university with the opportunity to regularly consider and reflect on data relating to student performance, student satisfaction and financial viability for each collaborative teaching arrangement. The Annual Monitoring Report also seeks comment from faculties on the effectiveness of the contractual arrangements and allows for any issues or concerns with the operation of the contract to be raised directly with TQAIC.

The template for the Annual Monitoring Report is agreed by TQAIC and populated by the Office of the DVC (International) each year. It is sent to faculties in September for response by November. TQAIC considers the completed reports and provides feedback to faculties by March.

1. BACKGROUND

Section 1.1 to 1.6 are completed by ODVC(I).

1.1. Details of Agreement

Institution	Contract Start Date	Contract Termination date

Copy of Agreement in Office of the Deputy Vice Chancellor (International)

Year of First Intake: _____

1.2 Courses Offered under Agreement

Faculty	Courses

1.3. Monash Contact Details

Faculty	<i>(name)</i>
Faculty contact person	<i>(name, designation)</i>
Faculty contact details	<i>(telephone & email contact)</i>

1.4 Date of Last TQAIC Review _____

1.5 Equivalent Full time Student Load

List all faculty's courses covered by agreement	Student Enrolment / EFTSL					
	2004		2005		2006	
	Nos	EFTSL	Nos.	EFTSL	Nos.	EFTSL

1.6 Finances in Contractual Arrangement

a. **Percentage of Monash total fees payable**

b. **Currency fees received**

in; _____

c. **Payment arrangements between partner and Monash**

1.7 Government and Professional Accreditation Approvals

Where government approvals are required for the course please provide evidence of current approval. Where professional accreditation approvals are required or have been obtained for the course please provide evidence that this has been obtained.

1.8 Minimum Entry Scores

Please provide Minimum entry standards for students to take this course.

Entry Qualification	Minimum Entry Score (GPA)

2. STUDENT PERFORMANCE AND SATISFACTION

Section 2.1 to 2.3 Sections a are completed by ODVC(I) using the statistic portal. Faculties are requested to complete 2.4 and provide equivalent course comparison information.

2.1. Average Progression

	2002	2003	2004	2005	2006
a. Average of the individual progress rates. The progress rate is calculated as follows: Passed EFTSL/ Certified EFTSL					
b. Compare Average progression with equivalent course offered at other Monash locations					

2.2 Retention of Commencing Students

	2002	2003	2004	2005	2006
a. Retention Rate of commencing students. The retention rate is calculated as follows: (Continuing students in Year 2 + Graduating Students)/Number of students enrolled in Year 1.					
b. Compare retention of commencing Students with equivalent course offered at other Monash locations					

2.3. Average Marks

	2002	2003	2004	2005	2006
a. Average marks of Students enrolled in course					
Compare Average marks with equivalent course offered at other Monash locations					

2.4. Student Satisfaction

Please provide results of unit evaluation, with trend data and comparisons, if available. Also provide any actions taken to remedy issues raised in unit evaluation. Also provide MEQ/MSEQ results where available. Student satisfaction data from other sources (eg partner conducted survey) may be attached if available, along with identified improvement strategies.

3 ASSESSMENT OF FINANCIAL VIABILITY

Assessment of the financial viability of the course should be undertaken using the Course Profitability Model (CPM) developed by Financial Resources Management Division (FiRM). The figures relating to cost and income used in the CPM must relate to Monash costs/income only and must be expressed in Australian dollar values.

Please download and save a copy of the CPM onto your PC from the FiRM website at; <http://www.firm.monash.edu.au/finance/costingpricingfees/cpf-courseprofitabilitymodel/>.

Complete the Introduction worksheet, the Commencing, Returning EFTSL and Average Fee in the Offshore partnership section of the Revenue worksheet, and the Staff Costs and Non-Staff Costs in the expenditure worksheet.

After completion and checking within the Faculty, please print a copy and attach to this report.

If you have any questions regarding the completion of the CPM, the FiRM contact is Terry Masocco on ext. 56046 or via email.

4. Faculty Commentary on Performance

Faculties are requested to complete this section

4.1 Overall assessment of student performance and satisfaction, especially with respect to comparability with other modes/locations

4.2 Analysis of areas requiring improvement

4.3 Overall assessment of demand and ongoing viability

4.4 Comment on particular dimensions of the student cohort of relevance (age range, gender, full-time/part-time, etc)

4.5 Any other matters that should be brought to TQAIC’s attention not covered elsewhere (eg please provide evidence or commentary on teacher induction that has completed)

Contact Person		Head of School		Dean of Faculty	
Name		Name		Name	
Signature		Signature		Signature	
Date		Date		Date	

5. TQAIC ASSESSMENT

ODVC(I) complete this section as the secretariat to TQAIC

5.1 Quality Review of Areas

1. Contractual Arrangements	2. Student Performance and Satisfaction	3. Financial Viability

5.2 Recommendations or Actions

Date of TQAIC Meeting and Noted by

TQAIC Meeting		Chair	
Name		Name	
Signature		Signature	
Date		Date	