

Course Code**Course Name****Trimester X/201X****1.0 COURSE INFORMATION**

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| Group: School/Department: Number of students enrolled: Campus of Offer*: Instruction Mode: Primary Convenor: Campus Convenor(s): | On Campus/On Line/In Field/Intensive (<i>delete as appropriate</i>) |
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**(Note: The Primary Convenor should coordinate the completion of the CIP for multi-campus courses. Where it is decided to complete separate CIPs for course offerings on different campuses, this should be done in consultation with the Primary Convenor)*

2.0 COURSE REVIEW

- 2.1 What worked well?** (*list the positive features of the current course, specifically aspects of design, content, delivery, assessment, management, student outcomes*)
- 2.2 What areas need improvement?** (*list any features needing improvement, specifically aspects of design, content, delivery, assessment, management, student outcomes*)
- 2.3 What comments, if any, would you like to make about the above summary?** (*comment on any factors which you consider may have influenced student learning outcomes or student feedback*)
- 2.4 What data were collected?** (*Tick the relevant boxes to indicate the types or sources of data that were considered in evaluating this course offering*)

Student Perceptions

- Student Experience of Course (SEC)
- Student Experience of Teaching (SET)
- Additional student feedback (e.g., focus groups, local surveys, formative student feedback)

Staff Perceptions

- Course Convenor observations and reflections
- Teaching Team observations and feedback
- Peer review processes

Student Engagement and Outcomes

- Student engagement behavior relevant to mode (e.g., class attendance, online participation)
- Student learning outcomes (e.g., performance on assessment tasks)

Benchmarks and Standards

- Comparisons with internal Griffith expectations, benchmarks and requirements (e.g., Role of Course Convenor; Principles to Promote Excellence in Learning and Teaching at Griffith; Guidelines for Staff Engagement with Learning@Griffith; Governance of Assessment and Achievement Standards)
- Comparisons with external benchmarks (e.g., AQF expectations for this level; disciplinary good practice; industry feedback)

Other Data Sources

- Please describe:

3.0 COURSE IMPROVEMENT PLANS

- 3.1 What improvements do you plan?** *(describe the improvements you plan for the next offering, specifically aspects of design, content, delivery, assessment, management)*
- 3.2 What additional forms of data or evaluation, if any, might be useful to determine if your proposed changes have been effective?**

4.0 BUILDING CAPABILITY

- 4.1 What practical issues or needs, if any, should be addressed to enhance the next offering of this course?**
- 4.2 What professional learning, if any, might enhance the design or delivery of this course prior to its next offering?** *(e.g., discussions with relevant professional staff, such as Blended Learning Advisor, Curriculum Consultant, Learning Futures consultants or academic colleagues; teaching team development, peer observation/feedback).*

5.0 STUDENT FEEDBACK SUMMARY

- 5.1** Please insert the **summary text** that you intend to include in the Course Profile at the next offering of this course. *(Please note: It is a requirement that evaluation outcomes obtained within the last calendar year be reported to students via the "Previous Student Feedback" section in the Course Profile).*

6.0. AGREED ACTIONS (WHERE REQUESTED BY HEAD OF SCHOOL)

Please summarise any agreed actions or recommendations in relation to this course arising from discussions between the Course Convenor and Academic Supervisor (or delegate). This section need only be completed where specific action is requested by the Head of School, Academic Supervisor or Course Convenor.