Faculty of Science & Engineering

Topic Coordination and Evaluation

Pre-topic delivery

Prior to the commencement of teaching each semester, the School Chair of Teaching and Learning will ask topic coordinators to schedule a meeting of staff involved in teaching and delivery of the topic and will provide details of points for discussion at the meeting.

The topic coordinator and staff involved in teaching and delivery of the topic will meet to discuss issues of coordination and review the SAM.

Within one week of the meeting, the topic coordinator will email the School Chair of Teaching and Learning to report on the meeting, advising who attended, points discussed, any issues raised, and how they were resolved.

Peer Review of Teaching

Topic Delivered

Student Evaluation of Topic

Post-topic delivery

At the conclusion of teaching each semester, the School Chair of Teaching and Learning will ask topic coordinators to schedule a meeting of staff involved in teaching and delivery of the topic and will provide details of points for discussion at the meeting.

The topic coordinator and staff involved in teaching and delivery of the topic will meet to discuss and evaluate the topic, what worked, what did not, and consider any changes that might be required.

Within one week of the meeting, the topic coordinator will email the School Chair of Teaching and Learning to report on the meeting, advising who attended, results of student evaluation of the topic, issues raised, and how they will be resolved.

Grade distributions by cohort will be compiled by Schools and forwarded to the Associate Head: Teaching & Learning for consideration.