
MONITORING, REVIEW AND IMPROVEMENT POLICY

1 Purpose

This policy outlines ANZSOG's approach to ongoing cyclical review, monitoring and improvement of the Executive Master of Public Administration (EMPA) program including external referencing and benchmarking.

2 Scope

This policy applies to procedures for the monitoring, review and improvement of the EMPA program and core subjects.

3 Guiding Principles

- 3.1 Program monitoring and review activities are designed to promote a culture of continuous academic quality improvement, and excellence, as well as an ongoing reflection on the relevance and effectiveness of the EMPA program.
- 3.2 Monitoring and review of progress is ongoing throughout the year through formal evidence-based discussion of student performance and progression data and subject leader feedback.
- 3.3 Part of the monitoring and review process is governed by ANZSOG's Academic Advisory Council, that provides ongoing academic oversight of the EMPA program. This will be evidenced in an annual report on overall student performance in EMPA core subjects and the implementation of quality improvements aligned with Australia's Higher Education Standards Framework 2015 and equivalent standards under the New Zealand Qualifications Authority framework.
- 3.4 The outcomes of program monitoring are used to provide evidence of the validity of current practice as well as identify areas for further improvement to ensure ongoing academic quality and excellence of the program as well as inform strategic planning and decision making. The results of regular monitoring and reviews will also feed into the EMPA program to mitigate potential future risks.
- 3.5 The EMPA program will also be subject to external periodic review. This may be triggered by scheduled program reviews undertaken by conferring universities as they assure their own programs and awards. The ANZSOG annual report on EMPA performance will contribute to these university/faculty reviews. ANZSOG will also initiate a fundamental EMPA program review to be undertaken on a 5 year cycle.

4 Policy Statement

- 4.1 ANZSOG will annually review the performance of its EMPA program (core subjects only) based on its program performance data, academic peer review, research into government needs and impact of the EMPA on practice, reviews and input from the EMPA alumni and any additional strategic measures as determined by the Academic Advisory Council, including with advice from the Academic Director of the EMPA program.
- 4.2 The annual review of performance may identify amendments to ensure the ongoing success and to ensure excellence in the delivery of the EMPA program. Any amendments to subjects or the EMPA programs will be undertaken with the guidance of the subject leaders and the Academic Director of the EMPA program.

- 4.3 If subject performance (teaching quality, student attainment, student satisfaction for example) is consistently below expectations and benchmarks, a clear methodology for seeking improvement needs to be provided and approved by the Academic Advisory Council.
- 4.4 ANZSOG will carry out annual EMPA program monitoring, using a process which meets both contexts and institution-wide requirements, considering a standard set of data and reporting using a standard template.
- 4.5 ANZSOG's core subjects within the EMPA program will be monitored annually and reports provided to the Academic Director, EMPA program in time to inform the preparation of the annual report. The final annual report will be submitted to ANZSOG's Academic Advisory Council for consideration and comment, prior to circulation to conferring university partners.
- 4.6 The EMPA program and associated policies and procedures are subject to an expert and independent review every five years.

5 Definition of Terms

Terms	Defintion
Academic Advisory Council	ANZSOG's principal advisory committee to ANZSOG's academic leadership team on learning and teaching and other matters relevant to the quality and excellence of the Executive Master of Public Administration (EMPA), micro-credentials and any future accredited programs. The Advisory Council includes representatives from EMPA conferring university partners
Amendment	the process of changing the requirements of the existing EMPA program, including core subject curricula.
Approval	confirmation that the proposed changes may be implemented as described in the Monitoring, Review and Implementation Procedure. ANZSOG's Academic Advisory Council may delegate responsibility for approval to the Academic Director of the EMPA program.
Improvement	means the ongoing review cycle designed to progressively improve the teaching outcomes, support mechanisms and delivery of the EMPA program.
Monitoring	formal, informal, regular and systemic processes of analysing and reporting subject and teaching performance data in order to establish and maintain continuous improvement.

6 Related Policies

- Academic Integrity
- Code of Conduct
- Credit and Recognition of Prior Learning
- Diversity, Equity and Inclusion
- Program and Learning Design
- Student Disability
- Student Grievances and Complaints

7 Version History

Version Number	Audience	Responsibility	Approved By	Date Approved	Last Reviewed

1	Conferring Universities Subject Leads ANZSOG EMPA Delivery Team	EMPA Academic Director	Associate Dean, UR and CEO	2020	July 2020
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