

3.q. Course File

Subject	Educational Programs	Effective From	Sep - 2011
Policy #	3.q.	Latest Revision	Dec - 2023
Title of The Policy	Course File	Next Review	Dec - 2024
Responsible Entity	Colleges Councils, QAIRC	Policy Pages	2
Definitions	The course file contains information (syllabus, materials, assessment, grades) of the offered course, as an evidence of delivery.		
Purpose	To describe the process of managing, assessing, and reviewing course files.		
Scope	The course file policy seeks academic excellency by improving the students' and faculty members' academic and professional performance levels, academically and professionally.		
Statement	All colleges at AAU should keep a course file for each offered course. The course file content is arranged in line with the CAA standards and are regularly updated.		
Procedures	<p><u>Course File Contents</u></p> <ul style="list-style-type: none"> • For each semester (including summer), faculty members must submit all course files to the Department/College within a week after the end of the final exams. • Faculty members should ensure that the submitted course file contains the following 12 items, as requested by the CAA Standards: <ul style="list-style-type: none"> i. Syllabi for the current offerings of the course; ii. Copies of all instructor teaching materials; iii. Copies of all assessment instruments; iv. Instructor worked answers and marking schemes for all assessment instruments; v. Examples from across the range of student performance (highest, lowest, average) of graded responses to all assessment instruments; vi. student attendance data; vii. A comprehensive instructor review of the presentation of the course, covering: <ul style="list-style-type: none"> • appropriateness of the course learning outcomes; • extent to which the syllabus was covered; • extent to which learning outcomes were met (with evidence); • appropriateness of textbooks and other learning resources; • appropriateness of assessment instruments in relation to learning outcomes; • appropriateness of the balance of assessment; • appropriateness of prerequisites; • general comments on any problems encountered with the course; viii. Quantitative analysis of student performance during the course presentation (e.g., grade distributions); 		

- ix. Summary of student feedback on the evaluation of the course.
- x. Instructor's proposals for any course improvements
- xi. Summary of actions taken to improve the course.
- xii. Course Learning Outcomes (CLOs) report for the previous and current semesters.

eCourse File System

AAU recognizes the need for electronic course files approach in order to overcome different issues (printing large documents, storing, security, archiving, management and tracking history of changes and improvements) and provide additional advantages of easier access for AAU Faculty, Management and external auditors. AAU adopted the following definition of electronic course files based on the generic definition of electronic document: "Electronic course files are similar to paper-based files in purpose, and content. However, all Information gathered are recorded in a manner that requires a computer or other electronic device to display, interpret, and process it." This includes documents (text, ppt., graphics, or spreadsheets), e-mails, and scanned documents.

- In 2018, the QAIRC has developed an electronic system to control the "Course File" at the university. The system is accessible by the faculty and staff members through <https://ecourse.aau.ac.ae> or it can be accessed in Moodle on university webpage.
- The QAIRC creates the online repository at the beginning of each semester.
- The faculty members will have access to their courses and gradually upload all course materials over the course of the semester.
- Any file uploaded in the "course portfolio" will have one of the following statuses:
 - Pending (Post Instructors Action)
 - Approved (Post Approvers Action)
 - Rejected (Post Approvers Action)
 - Resubmitted (Post Instructors Action)
 - Not Uploaded (Pre-Instructors Action)
- The program directors (and/or the college Course File Committee) will oversee all courses related to their programs, and audit each component of the course folder.
- If any component needs to be modified, the program director will inform the faculty member directly through the portal.
- The Dean / Deputy Dean have access to all courses files contents and can generate a final report in order to guarantee that 100% of the courses have been completed.
- Once the semester is over, the QAIRC submits a report to the Deans Council about the completeness of the Course File.
- The QAIRC may extend the deadline of the "Course File" for a specific period, to give (if needed) the colleges another chance to complete their course file contents.

From 2018 till date, the e-course file system has brought a great impact on the course file contents minimizing irrelevance and the QAIRC audit has made a great improvement in the management of these documents which is one of the factor of the internal quality assurance system.

Recent Changes