Category	Educational Programs	Policy Number	ACA-PRO-107	
Distribution	Internal	Version	2.0	
Responsible Office	Provost	Policy Owner	PCO	
Date Approved	17 May 2023	Effective Date	17 May 2023	
Date Last Reviewed	12 May 2023	Due Date for Next Review	12 May 2026	

POLICY
Course Files

1. Purpose
This policy defines the course file content and lifecycle for all courses taught at Zayed University.

2. Scope of Application
This policy applies to all undergraduate and graduate courses offered by the university.

3. Policy

3.1 Each course that is taught at Zayed University requires a course file to be developed by the faculty member(s) teaching the course.

3.2 The course file shall serve as the basis for continuous course improvement through individual faculty reflective practice.

3.3 Elements of the course file will be used to support learning outcomes assessment, course review, program review, and accreditation.

4. Course File Contents

4.1 The course file must be created each semester the course is delivered, and contain all the elements listed in this section.

4.2 The faculty assigned to the section must complete the course file within two (2) weeks of entry of the final grades.

4.3 The course file must include the following for each section of the course:
a) Syllabus for the course.
b) Copies of all instructor teaching materials.
c) Copies of all assessment instruments.
d) Instructor worked answers and marking schemes for all assessment instruments.

  e) Examples from across the range of student performance of graded responses to all assessment instruments, including, where relevant, the rubric or marking scheme used to grade each example.

  f) A comprehensive instructor review of the presentation of the course, covering:
   i) Appropriateness of the course learning outcomes,
   ii) Appropriateness of the mode of delivery (blended, lecture, face-to-face, etc.),
   iii) Extent to which the syllabus was covered,
   iv) Extent to which learning outcomes were met (with evidence),
   v) Appropriateness of textbooks and other learning resources,
   vi) Appropriateness of assessment instruments in relation to learning outcomes,
   vii) Appropriateness of the weightings of assessments,
   viii) Appropriateness of the design of the assessments to promote academic integrity (with examples),
   ix) Appropriateness of prerequisites and/or corequisites,
   x) General comments on any problems encountered with the course.

  g) Quantitative analysis of student performance during the course presentation (e.g., grade distributions).

  h) The results of the administration of the student course evaluation form (which will not be visible to anyone other than the faculty assigned to the section and relevant administrators).

4.4 The faculty member designated as the lead for the course (e.g., course coordinator) must complete:
  a) a course review, and
  b) a summary of the actions taken from the previous course review.

5. Related Policies and Laws
ACA-PRO-106 Assessment of Academic Programs

6. Administration
This policy is administered by the Programs and Curricula Office.

7. Revision History

Date	Revision
17 May 2023	President's Decision issued (PD#44 of 2023).
12 May 2023	Endorsed by the Executive Committee.
1 May 2023	Endorsed by the Academic Council.
10 April 2023	Endorsed by the Provost's Council.
16 March 2023	Endorsed by the Deans' Council.
15 November 2022	• Updated to be in line with CAA requirements and current university situation. • Added course review, program review, and accreditation to 3.3, and reworded this Article for greater clarification.

	• Renumbered contents of the course file, adding to the existing section-level requirements (which were renumbered one level) to add two course-level requirements (course review and summary of actions taken from course review). • Clarified faculty responsible for each component of the course files. • Replaced ACA-PRO-XX Learning Outcomes Assessment with ACA-PRO-05 Assessment of Academic Programs. • Updated the information header and policy number from ACA-ADM-05 to ACA-PRO-107.
4 November 2019	Non-substantive upgrade of policy group, number, and formatting.
8 December 2013	New policy approved.