**MACQUARIE UNIVERSITY**

**FIRST YEAR EXPERIENCE UNIT EXTERNAL REVIEW**

**Objectives**

*The panel will review the First Year Experience Unit at MQ and address the following objectives inter alia*

* Consider the alignment of FYE Unit with institutional strategy
* Analyse intention and outcomes against the FYE strategy to date and the role of the FYE Unit in facilitating those outcomes
* Consider the appropriateness of existing FYE staffing profile and reporting lines in delivering current and future iterations of FYE Strategy
* Evaluate multiple stakeholder perspectives on perceived role, function and value of FYE Unit and Strategy
* Evaluate quality and standard of resources and materials developed by FYE Unit

**Terms of Reference**

*The panel’s TOR for the review are as follows:*

***Review fitness for purpose***: Evaluating whether the services provided by the FYE Unit are consistent with, and effective in, enabling the university to meet its strategic goals

***Review efficiency & effectiveness***: Assessing whether the resources made and available to, and utilised by, the FYE Unit are employed appropriately to deliver FYE strategy

***Assess FYE Unit Leadership*** and its effectiveness relative to purpose

***Recommend future development opportunities*** and/or roles for the FYE Unit

**Process**

The review panel will receive relevant documents one month prior to an onsite visit to Macquarie University. During the onsite visit, the panel will meet with relevant stakeholder groups and individuals to complement and enrich insights gained from the documentary review.

The panel will then generate a series of recommendations relating to FYE Unit based on the TOR. Indicative recommendations will be discussed with relevant senior staff whilst still onsite and a final written report produced within 4 weeks of the onsite visit.

**Membership**

The panel will be comprised of:

* a Chair, who is an acknowledged expert on First Year Experience and equity considerations (Dr Kerry Ferguson, LaTrobe University)
* an appropriately qualified and experienced person with an in-depth understanding of English Language Capability in Higher Education relative to First Year Experience (Associate Professor Sophie Arkoudis, University of Melbourne)
* Director, Library Services Macquarie University (JoAnne Sparks)

**Timeframe**

**May/June**: Panel receives documents

**July:** Panel conducts 2 day onsite visit

**August**: Final report submitted

**Review Sponsor:**

 *DVC Provost, Prof Judyth Sachs*

**Review Manager:**

*PVC (SI) Prof Gail Whiteford*