

**FACULTY OF SCIENCE, TECHNOLOGY AND ENGINEERING
QUALITY ASSURANCE OF UNITS**

Report by Unit Co-ordinator

Unit code: ELE4EMT	Year: 2008	Campus: Bundoora
Unit coordinator: George Alexander		
Teaching staff: George Alexander		

SECTION A: NUMERICAL INFORMATION

Number enrolled: 66

Number completing the QAU questionnaire: 12

Grade distribution : A: 22 B: 25 C: 11 D: 7 E: 0 N: 1 NS: 0

SECTION B: STUDENT RESPONSES TO THE QUESTIONNAIRE

(a) Refer following table:

No.	Question	Current mean	Last year's mean
a	The unit helped me develop my ability to work as a team member	4.6	4.3
b	Work in this unit enhanced my analytical skills	3.8	3.4
c	Learning in this unit helped me developed my problem-solving skills	3.7	3.3
d	I have developed my skills in writing communication in this unit	4.5	3.7
e	The unit has helped enhance my confidence in tackling unfamiliar problems	4.1	3.3
f	The unit helped me develop my capacity to plan my work	4.1	3.9
g	I have improved my overall communication skills	4.1	3.9
1	The aims of the unit were made clear at the start	4.8	4.3
2	The teaching staff put a lot of time into commenting on my work	3.9	3.3
3	I was generally given enough time to understand the things I had to learn	4.5	3.8
4	The staff made real effort to understand difficulties I might be having with my work	4.4	3.6
5	Appropriate forms of assessment were used in this unit	4.3	3.9
6	The teaching staff gave me helpful feedback	4.2	3.6
7	My teaching staff were extremely good at explaining things	4.3	4.1
8	The workload was manageable	4.0	3.5
9	The teaching staff worked very hard to make this unit interesting	4.2	4.1
10	I was able to access the learning resources	4.6	4.1
11	The teaching staff of this subject motivated me to do my best work	3.9	3.7
12	Overall, I am satisfied with the quality of this unit	4.6	4.0

(b) Summary of student comments on best aspects

Legal discussions
Idea of creating one's own business plan
Students' original ideas form the basis of the business plans.
Marketing and legal issues that affect practising engineers
Additional material such as government business guides
Business planning/team activity (2)
Case study videos
Timetable flexibility

(c) Summary of student comments on needed improvements

More help needed with business planning e.g. tutorials (2)
Re-organise lecture times?
LMS (2)
Lecturer's monotone voice
More detail and examples in business planning aspects
More detail in areas such as lean manufacturing, 6 sigma, TQM
Earlier feedback needed on individual executive summaries (before team presentation)
Have one group assignment rather than two.
Less legal

SECTION C: UNIT COORDINATOR'S COMMENTS

(d) Last year's suggested improvements

Get rid of 9am lectures (though, interestingly, this did not rate a mention this year). Some flexibility has been afforded students by duplicating one of the lectures, so freeing up one complete day where they have no classes.

Otherwise there was no discernible pattern of concerns, but rather individual concerns/observations with varying degrees of merit e.g. dispense with exam, too many group assignments, schedule assignments to better distribute the workload, consider outside speakers.

(e) Unit coordinator's comments on the unit this year

There were no major difficulties in running the unit this year.

The reduction in numbers from previous years has made it more manageable to handle both undergraduate and postgraduate students.

The trend has been continued of increasing the amount of topical external material presented to the students to give practical understanding to the theory taught in class. Attendance at lectures has been low (estimate approximately 30% of enrolments), explained in part at least by the availability of lecture materials on LMS.

(f) Unit coordinator's suggestions for improvements next year

Next year will be the first year in which the students have had no exposure to the 2nd year management studies. This necessitates a review of the topics covered in ELE4EMT with a view to introducing some of those previously taught in 2nd year. In doing this we also need to consider the topic offerings in ELE5DES, *Design for Mass Production*, which will be an elective for all ELE4EMT students. Consideration will be given to the most effective way of providing more support for the business planning activities.

SECTION D: COMMENTS BY HEAD OF SCHOOL OR NOMINEE

A mature and well taught unit by a "retired" project engineer with extensive engineering management experience. The availability for advice will be addressed.

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Signed

(Head of School)

Date