

# Course Development and Approval Procedure

<b>Policy Hierarchy link</b>	Course Development, Review and Discontinuation Policy			
<b>Responsible Officer</b>	Academic Dean			
<b>Contact Officer</b>	Registrar <a href="mailto:registrar@moore.edu.au">registrar@moore.edu.au</a>			
<b>Superseded Documents</b>	Course Development Policy 2010			
<b>Associated Documents</b>	Course Review Procedure Course Discontinuation Procedure Faculty Handbook 2014			
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1.0	Principal	Academic Board	07/08/2015	07/08/2015

1.	PURPOSE AND SCOPE .....	1
2.	DEFINITIONS.....	1
3.	PROCEDURE .....	2
3.1	Planning Proposal .....	2
3.2	Preliminary Approval .....	2
3.3	Course Coordinator .....	2
3.4	Course Development Review Panel.....	2
3.5	Course Information Document .....	3
3.6	Course Review Criteria .....	3
3.7	Process for the Panel Meeting.....	3
3.8	Consideration by the Academic Board .....	5
3.9	Stakeholder Communication .....	5
4.	ACKNOWLEDGEMENTS.....	5
5.	REVIEW & HISTORY .....	5

## 1. PURPOSE AND SCOPE

This procedure sets out the processes to be followed for the development and approval of new course offerings. The procedure applies to those persons and groups who develop and approve new accredited courses. This includes the Governing Board (GB), Academic Board (AB) and its two standing committees, the academic departments and faculty members and staff. The procedure applies to all accredited academic programs of the College.

## 2. DEFINITIONS

Term	Definition
AB	Moore College Academic Board
Course	A program of learning comprising one or more units of study, or structured workplace learning that leads to the award of a qualification. (AQF, 98)
GB	Moore College Governing Board
Learning and Teaching Committee	A standing committee of the Moore College Academic Board
Research and Centres Committee	A standing committee of the Moore College Academic Board

### 3. PROCEDURE

#### 3.1 Planning Proposal

- (i) A new course offering normally will be proposed by the following persons or academic units: Principal, faculty, academic departments, the Academic Board and its standing committees.
- (ii) When a new course is contemplated a planning proposal, including a business plan, must be prepared in consultation with relevant stakeholders, including potential employers of graduates of the course.
- (iii) The business plan will be the completed document Business Plan for a New Course which is attached to these procedures.
- (iv) The planning proposal will also include suggested names of persons, external to the College, who might serve on the Course Development Review Panel. See Section 3.4 for those panel members of the Course Development Review Panel who must be external to the College.

#### 3.2 Preliminary Approval

- (i) The planning proposal for the new course is to the next available meeting of the Academic Board for review by that body.
- (ii) The Academic Board may make various decisions such as: a recommendation to the Governing Board in support of the planning proposal; return the planning proposal to the proposer for additional work; reject the planning proposal.
- (iii) At that time, if the planning proposal is supported, the Academic Board will appoint a Course Coordinator and approve a proposed Course Development Review Panel. The Academic Board will identify any matters for special consideration by the Course Development Review Panel of the proposed course.
- (iv) The Governing Board will review the planning proposal and may approve, in principle, the offering of the new course on the recommendation of the Academic Board.
- (v) In principle approval will not necessarily commit the College to offering the new course at any time in the future.

#### 3.3 Course Coordinator

The Course Coordinator is responsible to the Academic Dean for the coordination of curriculum development and delivery of the course for which they have oversight. Other responsibilities of the Course Coordinator are set out in the Faculty Handbook Section 8.4.

#### 3.4 Course Development Review Panel

The Course Development Review Panel, appointed by the Academic Board, will comprise the following:

- Academic Dean (Chair)
- Two Department Heads from within the College
- An academic member of the Governing Board of the College
- At least two academics from peer institutions or universities

- A representative of a major employer of graduates of the course
- At least one recent graduate of the College
- The Course Coordinator
- Registrar (Secretary)

### 3.5 Course Information Document

The Course Development Review will be carried out using the following documentation.

- A full Course Information Document (CID) for the proposed course, using the standard table of contents, is prepared by the Registrar in cooperation with the Course Coordinator and in consultation with relevant stakeholders.
- The standard table of contents is attached to this procedure.
- The CID will be the material used for the course development review together with any accompanying documents as required.

### 3.6 Course Review Criteria

The Course Development Review Panel will review the proposed course using at least the following criteria:

- Compliance of the course with the Australian Qualifications Framework and the Higher Education Standards Framework
- Alignment of the course with the Strategic Plan of the College as well as its formal purpose statements such as mission, values and graduate attributes
- Quality and consistency of the standard of the course with that of similar courses in an Australian university
- Academic soundness of the course rationale and structure
- Course content and learning activities engage with theoretical and conceptual frameworks, current knowledge and scholarship and emerging research findings and trends
- Appropriateness of teaching, learning and assessment strategies within the course
- Effectiveness and adequacy of course resources, management, planning, quality improvement and assurance and students services
- Community engagement of the course.<sup>1</sup>

### 3.7 Process for the Panel Meeting

- (i) The Registrar will arrange a meeting (minimum of three hours) of the Course Development Review Panel giving panel members as much notice as necessary. This meeting will be in time for the report of the panel to be considered by the Academic Board no later than at the Term 3 meeting of the Academic Board prior to the proposed year of implementation. This is to ensure timely implementation for the following academic year.

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<sup>1</sup> Appropriate input to course from community and professional sources and student participation in appropriate community and professional activities.

- (ii) The Registrar will circulate review material to the panel members at least 20 working days before the scheduled panel meeting.
- (iii) When forwarding the review material to each member of the Course Development Review Panel the Registrar provides panelists with:
  - The criteria for the Course Review (Section 3.6)
  - The list of matters for special consideration as identified by the Academic Board (Section 3.2)
  - A request to provide, no later than 5 working days before the scheduled date of the panel meeting, a list of any matters to be added to the agenda as part of the review panel meeting.
- (iv) The Registrar will provide the Course Coordinator with the list of matters raised by review panel members as soon as they are received.
- (v) Using the matters identified by Panel members the Registrar will prepare an agenda for the panel meeting in consultation with the Chairman. That agenda will include:
  - A brief introduction to the proposed course and its purpose by the Course Coordinator
  - Opportunity for the review panel to interview the Course Coordinator on any matters relevant to the review of the proposed course
  - Opportunity to consider matters advised by Panel members
  - Time to formulate each of the recommendations identified in point vii below.
- (vi) The Registrar will act as secretary for the Course Development Review Panel meeting and will draft a report of the meeting for the Academic Board in the form of minutes.
- (vii) The draft report will include:
  - An assessment of the extent to which the course satisfies the criteria listed in Section 3.6 above.
  - A comment on the adequacy and presentation of information presented as part of the review
  - Recommendations to the Academic Board for improvements to the course
  - Recommendations to the Academic Board for improvements in the Course Development Review process
  - Recommendations to the Academic Board on any other relevant matter
- (viii) The Registrar will circulate to Panel members the draft report within 7 working days of the meeting with the request that Panel members provide any requests for change within a further 5 working days. In need, the Panel chairman will negotiate final wording of the report with individual Panel members.
- (ix) Once finalised by Panel members the Course Coordinator is to be given 3 days to comment on any errors of fact in the draft report. Where appropriate the Chairman will amend the draft report in consultation with panel members and approve the Final Report.

- (x) The Registrar will then include the recommendations of the Course Development Review Panel as Section 11 of an updated version of the Course Information document.

### 3.8 Consideration by the Academic Board

- (i) The Registrar will place the Final Report of the Panel to the Academic Board, together with the Course Information Document on the agenda of the next meeting of the Academic Board. These documents should be accessible at least 10 working days before the Academic Board meeting at which the report is to be considered.
- (ii) The Academic Board will record in its minutes its decision regarding each recommendation of the report and at least an indicative timing for their implementation.
- (iii) The Academic Board, via the Chair of the Academic Board, will present a brief report to the Governing Board of the College together with its recommendation regarding the offering of the course.
- (iv) The Academic Dean in consultation with the Course Coordinator is responsible for reporting to the Academic Board, no later than one year after the review report has been adopted, on the implementation of the new course.

### 3.9 Stakeholder Communication

Stakeholder communication will be carried out according to strategies identified in Section 6 of the Business Plan for a New Course.

## 4. ACKNOWLEDGEMENTS

*Course, Program and Subject Approval and Review Procedure (MPF1001). University of Melbourne. Version 3, 11 May 2015.*

## 5. REVIEW & HISTORY

The authorisation and history of modifications to this Procedure will be detailed in the table below.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Academic Board	07/08/2015	07/08/2015	New procedure

# BUSINESS PLAN FOR A NEW COURSE

<b>Course Title:</b>	
<b>Proposed By: Academic Unit/Name</b>	

The role of the Business Plan is to ensure that there is both adequate demand for the proposed course and adequate resources to sustain development, implementation and maintenance.

The Business Plan is part of the quality assurance process.

<b>1. Course Overview</b>
Summary of the proposed course including: <ul style="list-style-type: none"> <li>Reason and purpose for the course</li> <li>Type of course, AQF Level, length of course</li> <li>Demand for the course, financial sustainability</li> </ul>
<b>Insert text here</b>

<b>2. Strategic Context</b>
The place of the proposed course within the Moore College Strategic Plan
<b>Insert text here</b>

<b>3. Demand for Course</b>
Comment on: <ul style="list-style-type: none"> <li>The significance of the proposed course</li> <li>The group identified as potential students</li> <li>Consultation with external stakeholders for graduates of the course</li> <li>Impact on other current course offerings of this proposed course</li> </ul>
<b>Insert text here</b>

<b>4. Competitor Analysis</b>
Comment on: <ul style="list-style-type: none"> <li>Likely impact on demand of similar courses of competitors</li> <li>Features of proposed course which make it different from and similar to competitors' courses</li> </ul>
<b>Insert text here</b>

## 5. Estimate of Enrolments

On the basis of the above, comment on:

- Projected total enrolments over initial five years
- Projected international student enrolments over initial five years

**Insert text here**

## 6. Marketing Strategies

In consultation with the Dean of Operations and Marketing Manager comment on:

- Proposed marketing strategy for the new course describing unique features and benefits
- Marketing plan, including international marketing

**Insert text here**

## 7. Resources and Finance

Attach spreadsheet of budget estimates for section 7 as applicable

### 7.1 Faculty and Staff Resources

In consultation with the Principal, Academic Dean and Dean of Operations (as applicable) comment on:

- Faculty resources required
- Use of specialist or visiting lecturers
- Professional development needs
- Administrative or support staff needs

**Insert text here**

### 7.2 Library Resources

In consultation with the Library Manager comment on:

- How the proposed new course can be supported by library resources
- Identify any additional library resources required, such as journals, monographs, databases, information literacy sessions, specialist library support for students

**Insert text here**

### 7.3 Physical Resources

Comment on:

- Teaching and other spaces required
- Confirmation that spaces are available
- Note any other resources required such as work stations, online resources and connectivity

**Insert text here**

8. Risk Assessment			
Risk	Risk Rating	Impact	Risk Mitigation Strategy
eg. Faculty unavailable; Demand not sustainable; Student expectations not satisfied	eg. catastrophic, major, moderate, low	eg. lost revenue, reputation	

Date	Reviewed By	Comments
	[eg Academic Board] [Governing Board]	

Acknowledgment:

Adapted from *Business Case for New Course/Major*, Curtin University

# Course Information Document – Standard Table of Contents for Course Development<sup>2</sup>

1. Introduction
  - 1.1 History
2. Course Title and Duration
  - 2.1 Course title and abbreviation
  - 2.2 AQF level, ASCED Field of Education and CRICOS code
  - 2.3 Duration
3. Outcomes for Graduates
  - 3.1 Course Learning Outcomes
    - Knowledge
    - Skills
    - Application of knowledge and skills
  - 3.3 Alignment of the Course Learning Outcomes with College Graduate Attributes
  - 3.3 Occupational Outcomes
  - 3.4 Stakeholder Endorsements
4. Admission and Articulation
  - 4.1 Admission requirements
  - 4.2 Verification of credentials
  - 4.3 Credit transfer
  - 4.4 Articulation
5. Course Design
  - 5.1 Location within the AQF and compliance with the Threshold Standards
  - 5.2 Body of Knowledge
  - 5.3 Theoretical Framework and Rationale for the Course
  - 5.4 Course Content and Structure
    - Rationale for curriculum
    - Content
    - Structure
    - Course sequence
    - Unit syllabi
  - 5.5 Development of Skills and Attributes
  - 5.6 Course Workload
  - 5.7 Delivery Methods
  - 5.8 Research Ethics
6. Assessments
  - 6.1 Principles of Assessment
  - 6.2 Assessment Metrics
  - 6.3 Assessment Demands
  - 6.4 Communication of Feedback and Results to Students
7. Requirements for Graduation
8. Course Resources and Student Support
  - 8.1 Course Staffing
  - 8.2 Student Support
9. Course Monitoring and Quality Improvement
  - 9.1 Monitoring and review
10. Attachments (if applicable)
11. Document History and Version Control