

COURSE REVIEW PROCEDURES



Approved by Academic Board: 15 June 2012

Revised by Academic Board: 14 November 2014, 15 September 2017, 14 September 2018, 31 May 2019

1. Purpose

The purpose of a course review is to ensure that each course offered by the University complies with the Course Policy. This includes ensuring that:

- a) The rationale the course and the Course Outcomes remain a priority for the University;
- b) The course is aligned with the University's vision, strategic plan, and graduate attributes;
- c) The structure and delivery of the course is meeting the rationale and Course Outcomes
- d) The design and content of the course are shaped by current disciplinary and course design scholarship;
- e) The course meets the requirements of relevant Higher Education Standards and the Australian Qualifications Framework;
- f) The course is viable, responding to an ongoing demand;
- g) The course satisfies the needs of students and end-users
- h) The course is regularly benchmarked with comparable courses and is aligned to industry recognised standards
- i) Where applicable, the course is continuing to satisfy requirements of bodies that recognise it for the purposes of professional accreditation.

2. Support for Course Review

Academic Board must ensure that sufficient resources are available to a Course Review Panel to complete its work effectively. This may include seeking allocation of staff time from Colleges and the Office of the Vice-Chancellor, provision of orientation to the processes and procedures in this Policy, or of financial resources from the Council.

3. Course Review Process

3.1 Appointment of Course Review Panel

Academic Board appoints a Course Review Panel for the purpose of reviewing the course or courses of study that lead to one award of the University.

3.2 Course Review Panel

The Course Review Panel receives data related to the course since its last review or its approval, including admission, retention, attrition, and completion rates, and consults

with relevant stakeholders including students, graduates, Colleges offering the course, and external partners.

The Panel prepares a report and recommendations.

3.3 Report to Academic Board

The report and recommendations are tabled at Academic Board, which may choose to accept, amend or reject the report or recommendations in whole or in part, documenting its reasons for each decision.

3.4 Implementation

The implementation of recommendations accepted by Academic Board must be monitored by Academic Board until implementation is complete.

3.5 Timeline

Academic Board aims to complete a course review within twelve months of the appointment of the Course Review Panel, and to complete implementation of any recommendations within twelve months of approval by Academic Board.

4. Course Review Panel

4.1 Academic Board must approve Terms of Reference for the Course Review Panel, appointing its membership, the Panel Chair, and a due date for submission of the final report.

4.2 The number and qualifications and method of appointment of members of a Course Review Panel may be determined by Academic Board, provided that every Course Review Panel includes:

- a) an internal academic with relevant expertise, from a College with a significant commitment to the course(s) under review
- b) an external academic with relevant expertise
- c) an external person representing end-users of the course, such as a professional accreditation body, employer, church, or religious order
- d) a current student or recent graduate of the course

The Course Review Panel may commission advice or invite the attendance of such persons as is required to undertake its responsibilities.

4.3 The Terms of Reference for the course review may identify specific areas for investigation to focus the work of the Course Review Panel. (Examples include: employment outcomes, focus of a range of courses at a particular AQF level, structure of a course.)

4.4 At least half the members of a Course Review Panel must:

- a) either have former experience in course reviews, or

- b) have undertaken training provided by the Office of the Vice-Chancellor prior to the first meeting of the Panel.

COURSE REVIEW SCHEDULE

Approved by Academic Board: 14 November 2014
Revised by Academic Board: 15 September 2017

<i>Year</i>	<i>AQF Level</i>	<i>Courses</i>
2018	5 6 6	Diploma in Theology Advanced Diploma in Theology and Ministry Advanced Diploma in Philosophy
2019	7 7	Bachelor of Ministry Bachelor of Theology
2020	8 8	Graduate Certificates Graduate Diplomas
2021	9	Masters
2022	10	Doctorates