Course Review Procedure

Policy Hierarchy link	Course Development, Review and Discontinuation Policy			
Responsible Officer	Academic Dean			
Contact Officer	Registrar registrar@moore.edu.au			
Superseded Documents	Course Review Policy Version 1.2			
Associated Documents	Course Development and Approval Procedure Course Discontinuation Procedure			
Review Date	August 2020			
Access Flag	Student Public			
Version	Endorsed by	Approved By	Approval Date	Effective Date
2.0	Principal	Academic Board	07/08/2015	07/08/2015

1. PURPOSE AND SCOPE

This procedure sets out the processes to be followed for the review of existing course offerings. 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 Purpose

The purpose of a Course Review is to report to and make recommendations to the Academic Board on the quality and effectiveness of a course as a whole. The Academic Board is responsible for the maintenance of academic values, quality and standards of the College. It is the principal source of advice on academic matters to the Governing Board of the College.

3.2 Frequency and Scope

Commencing in 2007 each Higher Education course offered by the College will be reviewed at least every five years by a panel reporting to the Academic Board.

The timetable of Course Reviews is:

Course	Review Years			
Master of Arts(Theology)	2007	2012	2017	2022
Diploma of Bible and Ministry	2008	2013	2018	2023
Master of Theology	2009	2014	2019	2024
Doctor of Philosophy				
Bachelor of Divinity and Bachelor of Theology (nested)	2010	2015	2020	2025
Diploma of Bible and Missions	2011	2016	2021	2026

The review of a course must encompass all units within the course as well as the overall course matters deriving from the criteria.

3.3 Criteria for Course Review

The criteria on which the review is to be based are:
- 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 that 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.

3.4 Course Review Panel

The Course Review Panel is appointed by the Academic Board. The panel 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 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.

3.6 Review Documentation

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

- A full Course Information Document (CID) for the course, using the standard table of contents, is the basis of the documentation for the review.
- The standard table of contents is attached to this procedure.
- The CID will be the material used for the course review together with any accompanying documents as required.

3.7 Process for the Panel Meeting

(i) At its meeting at the end of each academic year the Academic Board, on the recommendation of the Academic Dean in consultation with the Course Coordinator, confirms the course(s) to be reviewed in the following year and identifies any matters for special consideration as part of the review and confirms the composition of the panel.

(ii) The Course Information Document is prepared by the Registrar in cooperation with the Course Coordinator.

(iii) The Course Coordinator is responsible for drawing together recommendations for improvements to the course.

(iv) The Registrar will arrange a meeting of the Course 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 at its Term 4 meeting.

(v) The Registrar will circulate review material to the panel members at least 20 working days before the scheduled panel meeting.

(vi) When forwarding the review material to each member of the Course Review Panel the Registrar provides panelists with:
- The criteria for the Course Review (Section 3.3)
- The list of matters for special consideration as identified by the Academic Board (Section 3.7 (i))
- 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.

(vii)   The Registrar will provide the Course Coordinator with the list of matters raised by review panel members as soon as they are received.

(viii)   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 (ix) below.

(ix)   The Registrar will act as secretary for the Course Review Panel meeting and will draft a report of the meeting for the Academic Board in the form of minutes
The draft report will include:
- An assessment of the extent to which the course satisfies the criteria listed in Section 3.3 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 Review process
- Recommendations to the Academic Board on any other relevant matter

(x)   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.

(xi)   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.

(xii)   The Registrar will then include the recommendations of the Course 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 on significant decisions arising from the review.

3.9   Implementation

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 progress in implementing approved recommendations arising from the review.

3.10   Publication

The Course Information Document will be published on the College intranet.

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
2.0	Academic Board	07/08/2015	07/08/2015	07/08/2015

Course Information Document – Standard Table of Contents for Course Reviews

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
   2.3 Duration
3. Outcomes for Graduates
   3.1 Learning Outcomes
   - Knowledge
   - Skills
   - Application of knowledge and skills
   3.2 Occupational Outcomes
   3.3 Graduate Profile
   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 and Curriculum
   5.1 Location within the Australian Qualifications Framework
   5.2 Body of Knowledge
   5.3 Theoretical Framework and Rationale for the Course
   5.4 Course Content and Structure
   - Rationale for curriculum design
   - Content
   - Structure
   - Course sequence
   - Unit syllabi
   5.5 Development of Skills and Attributes
   5.6 Course Workload
   5.7 Delivery Modes
   5.7 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
   9.2 Trends in student results
   9.3 Changes Made Since Last Review
10. Course Coordinator Recommendations for Changes
11. Review Panel Recommendations for Changes
12. Attachments (if applicable)
13. Document History and Version Control