

## **Procedure Title**

### **Course and Unit Review Procedure**

#### **Preamble**

This procedure is pursuant to the Course Development, Course Review and Unit Review Policy. It is consistent with the following legislation and regulations:

- The Higher Education Standards Framework (Threshold Standards) 2021
- The Tertiary Education and Quality Standards Agency Act (2011)
- The Australian Qualifications Framework (2013)
- The Deakin University Agreement (2017)

#### **Purpose**

This procedure establishes a comprehensive framework for the approval, discontinuation, review, and amendment of courses and units at Deakin College.

#### **Scope**

The procedure applies to all Deakin College courses and units, irrespective of campus.

#### **Policy**

Course Development, Course Review and Unit Review Policy

#### **Related Documentation**

Delegations of Authority Policy and Register - Academic Programs, Services and Students

#### **Procedure**

##### **1. New Course and Unit Approval**

- 1.1.** To facilitate their input, the Learning and Teaching Committee and the Academic Board of Studies must be apprised of all prospective new courses and units as soon as possible.

##### **2. New Course Approval**

- 2.1.** The Course approval process to be followed is outlined below.

###### *Course Viability Check*

- 2.1.1.** A course proposal must be approved in accordance with the *Delegations of Authority Policy and Register—Academic Programs, Services and Students* and involve College governance structures and Deakin University.
- 2.1.2.** The Academic Director and Academic Coordinator will prepare a new course proposal and submit it to the College Director and Principal.
- 2.1.3.** The College Director and Principal will approve a further investigation into the new course.
- 2.1.4.** The Academic Director will discuss the new course's market viability with the Director of Marketing and Admissions.
- 2.1.5.** If market viability is established, the Academic Director will complete preliminary financial modelling for the new course in consultation with the Commercial Finance Manager.

*Senior Management Group Approval of New Course Business Plan*

- 2.1.6.** The Academic Director will prepare a New Course Business Plan, composed of academic, marketing and financial information and submit it to the Senior Management Group for approval.

*Deakin University Consultation*

- 2.1.7.** The Academic Director and Academic Coordinator will consult with the relevant Deakin University Faculty Executive to discuss the new course.
- 2.1.8.** The Academic Director and Academic Coordinator will consult with the relevant Deakin University Associate Head of School (Teaching and Learning) to discuss the proposed course's structure.

*Finalisation of the new Course model*

- 2.1.9.** The Academic Director and Deakin University Associate Head of School will finalise the new course model in accordance with Deakin University's course design principles.
- 2.1.10.** Financial modelling for the new course will be completed and approved by the Commercial Finance Manager.
- 2.1.11.** The Director of Quality and Student Services will schedule Course Review Committee meetings to consider the new course.

*Deakin College Governance Approval*

- 2.1.12.** The Academic Director and Academic Coordinator will consult with Deakin College Staff members who are discipline/subject experts in the new course area.
- 2.1.13.** The Course Review Committee meets, likely over several sessions, to prepare, assess and approve the new course proposal documentation.
- 2.1.14.** The new course's content is approved by the Learning and Teaching Committee and then by the Academic Board of Studies. The Academic Board of Studies approves new courses in accordance with the *Delegations of Authority Policy and Register - Academic Programs, Services and Students*.
- 2.1.15.** Following Academic Board of Studies approval, the Academic Director will arrange for a report to the Deakin University-Deakin College Joint Management Committee.

*Deakin University Approval*

- 2.1.16.** The Academic Coordinator will send new course documentation to the relevant Associate Head of School and request that it be submitted to the School Learning and Teaching Committee for approval.
- 2.1.17.** Once approved by the School Learning and Teaching Committee, the Academic Coordinator will ask the school to submit a new course structure to the Deakin University Director of Student Administration Services for addition to the Deakin University recognition of prior learning (RPL) database.

- 2.1.18.** The College Director and Principal will arrange to amend the Deakin University-Deakin College Consolidated Agreement.

*Regulatory Approval*

- 2.1.19.** The Director of Quality and Student Services coordinates the preparation of a course accreditation proposal for approval by the Academic Board of Studies.
- 2.1.20.** The Director of Quality and Student submits a course accreditation application to the Tertiary Education and Quality Standards Agency for approval.

*Course Implementation and Promotion*

- 2.1.21.** The Academic Coordinator will liaise with the Student and Academic Services Manager to add the new course to Navigate and Moodle.
- 2.1.22.** The Academic Coordinator will liaise with the Director of Marketing and Admissions regarding the promotion of the new course.
- 2.1.23.** The Academic Coordinator will manage staffing and collation of learning materials for the new course.

**3. New Unit Approval**

- 3.1.** When a new unit of study is to be added to a Deakin College diploma course due to changes in unit offerings at Deakin University, the Academic Coordinator will follow the Minor Course Change process outlined in these procedures.

**4. Discontinuation of Courses and Units**

- 4.1.** While there are various reasons why a course may be discontinued (e.g. it has been discontinued at Deakin University, or there is a lack of demand for the course), the decision to discontinue a course at Deakin College is made by the Academic Board of Studies in accordance with the *Delegations of Authority Policy and Register - Academic Programs, Services and Students*.
- 4.2.** Once the decision to discontinue a course is made, the Academic Coordinator will:
- a) inform the Unit Coordinators and teaching staff;
  - b) plan and implement a teach-out plan for current students;
  - c) support the planning and implementation of a teach-out plan for current students across all campuses, if applicable;
  - d) liaise with the Director of Marketing and Admissions regarding messaging and admissions;
  - e) liaise with the Student and Academic Services Manager regarding system requirements; and
  - f) inform current students in writing of the changes and how they will impact them.
- 4.3.** The Director Quality and Student Services will inform the relevant regulatory authorities.
- 4.4.** If necessary, the College Director and Principal will arrange for the amendment of the Deakin University-Deakin College Consolidated Agreement.

- 4.5.** If the discontinued course is offered at Deakin College Jakarta, the College Director and Principal will arrange for an amendment to the schedule of courses in the YAPPI and Deakin College Jakarta Joint Venture Agreement.

## **5. Minor Review of Courses and Units**

- 5.1.** All courses and units are subjected to a minor review every year they are delivered for quality purposes, in accordance with the principles outlined in the *Course Development, Course Review and Unit Review Policy*.
- 5.2.** In conducting a minor review, Academic Coordinators will:
- a) use the data sources available at Deakin College;
  - b) make informed decisions about the continuous quality improvement of courses and units;
  - c) follow the ADRI Quality Cycle outlined in the Quality Management and Continuous Improvement Policy (Approach, Deployment, Results, Improvement);
  - d) develop and manage action plans;
  - e) access a history of quality improvement activity and good practice; and
  - f) report on the minor review.
- 5.3.** Unit Coordinators will review units at the completion of each study period (trimester) they are delivered, providing their Academic Coordinators with their analysis of:
- a) Student experience data;
  - b) Student learning data;
  - c) resources and learning materials;
  - d) the effectiveness of Moderation activities;
  - e) Grade distribution; and
  - f) the Assessment regime.
- 5.4.** Academic Coordinators will:
- a) analyse the Unit Coordinator account each study period;
  - b) determine or approve strategies for maintaining quality and improvements where/if necessary; and
  - c) summarise their response in the Course Reports.
  - d) The Academic Coordinator will then make a minor change to a course as per these Procedures.

## **6. Major Reviews of Courses and Units**

- 6.1.** Deakin College requires that all courses be subjected to a comprehensive Major Course Review every 5 (five) to seven (7) years to ensure the ongoing academic quality, relevance and viability of each course.

- 6.2.** Major Course Review encompasses a major unit review for the units within a course; however, individual units will be scrutinised in different depth and detail, depending upon the focus of the Major Course Review.
- 6.3.** Courses and units may be reviewed outside of the timeframe outlined in Clause 6.1, if there is an identifiable reason to do so.
- 6.4.** A schedule for Major Course Reviews will be made available by the Director Quality and Student Services, providing the Academic Director and Academic Coordinators with at least 12 months' notice.
- 6.5.** Major Course Reviews will be conducted in accordance with the principles outlined in the *Course Development, Course Review and Unit Review Policy, Assessment Policy, Academic Progress Policy* and *Academic Integrity Policy*.

#### *Purpose of Major Course Review*

- 6.6.** The purpose of a Major Course Review is to review the past and present effectiveness of a course to determine any improvements that the course requires.
- 6.7.** Major Course Reviews provide the scope for the College to:
  - a) Improve course design and implementation;
  - b) examine intended outcomes and actual outcomes (evaluate impact);
  - c) promote dialogue and improve cooperation between participants / stakeholders;
  - d) draw on multiple perspectives to maintain currency and viability of the course and its curriculum; and
  - e) be future-oriented, designing actions aligned with key strategic initiatives.
- 6.8.** Major Course Reviews help the College to examine its practice with reference to the *Higher Education Standards Framework (Threshold Standards) 2021* and the *Australian Qualifications Framework (AQF)*, and in doing so, prepare the College for Course Accreditation by TEQSA.

#### *Content of Major Course Review*

- 6.9.** A Major Course Review at Deakin College involves the analysis of multiple aspects of courses:
  - a) Course Rationale;
  - b) Course Reputation;
  - c) Curriculum;
  - d) Learning and Teaching; and
  - e) Assessment;with each stage outlined and documented in the *Major Course Review Form*.
- 6.10.** While a Major Course Review is always comprehensive, and views the course as a coherent whole, the Academic Director and Academic Coordinator may select specific aspects of the course for more in-depth investigation.

### *External Referencing*

- 6.11.** The Major Course Review encompasses several forms of External Referencing, including Benchmarking, to inform improvements in the course, including:
- a) entry requirements;
  - b) Course Learning Outcomes;
  - c) learning and teaching effectiveness (student performance and attainment);
  - d) Assessment methods; and
  - e) Assessment grading.
- 6.12.** The Academic Coordinator will conduct Assessment Benchmarking with reference to two Units (for a diploma course).

### *Selection of Assessment Benchmarking partner*

- 6.12.1.** The Academic Director and Academic Coordinator will identify a Benchmarking partner, making their decision based on the Course and Deakin College's context and situation. They will conduct the Major Course Review using the process outlined below.
- 6.12.2.** In most instances, Benchmarking partners will be from either a 'peer' or 'aspirational' higher educational institution.

### *Selection of Benchmarking method and content*

- 6.12.3.** Academic Coordinators, in consultation with the Academic Director, will identify the method and content for Benchmarking a Course.

### *Consult with Benchmarking partner*

- 6.12.4.** The Academic Director and Academic Coordinator will consult with the Benchmarking partner to determine and finalise:
- a) Benchmarking goals and objectives;
  - b) Benchmarking scope;
  - c) Benchmarking roles;
  - d) documentation to be shared;
  - e) Assessment Types and numbers to be analysed;
  - f) timeline for completion; and
  - g) deliverables.

### *Gather Confidentiality Documentation*

- 6.12.5.** For Australian Benchmarking partners, a Memorandum of Understanding and/or Confidentiality Agreement is not required; however, Academic Coordinators will ensure that documentation shared with the Benchmarking partner is marked 'confidential' and note this in associated correspondence.

### *Conduct Benchmarking*

- 6.12.6.** Academic Coordinator will Benchmark according to the principles outlined in the Benchmarking Code of Conduct (Appendix A).

*Benchmarking Assessment standards*

- 6.12.7.** In Benchmarking Assessment standards, Academic Coordinators will make reference to the criteria outlined by Booth<sup>1</sup> (2020, pp. 9-10):

- Are the Unit Learning Outcomes aligned with the relevant Course Learning Outcomes?
- Are the Unit Learning Outcomes appropriate at the AQF level?
- Do the Assessment Tasks enable students to demonstrate attainment of the relevant Unit Learning Outcomes and relevant Course Learning Outcomes?
- Is the description of the performance standards (e.g. marking guides, marking criteria, assessment rubric, annotated work samples) appropriate to the specified Unit Learning Outcomes and Course Learning Outcomes?
- Do you agree that the grades awarded reflect the level of student attainment?
- Do you consider the assessment items submitted can confirm and validate the relevant Course Learning Outcomes and Unit Learning Outcomes?
- Was there evidence of students being reminded of academic integrity in the relevant Unit/Course outline?
- Was there evidence of assessment task design to reduce the likelihood of academic integrity breaches?
- In cases of a breach of academic integrity, what suggestions would you make in the revision of the assessment design and type?

*Analysis of Benchmarking Results and Action Planning*

- 6.12.8.** Upon receipt of the Benchmarking feedback, the Academic Coordinator will:
- a) identify areas for improvement and areas of good practice;
  - b) analyse the reasons for any variation or commonality in practice compared to the Benchmarking partner;
  - c) formulate improvement strategies; and
  - d) Summarise benchmarking in the Major Course and Unit Review Form
  - e) and provide the form to the Course Review Committee.

*Completion of Major Course Review*

- 6.13.** The Course Review Committee will:

- a) evaluate the information collated;

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<sup>1</sup> Booth, S. (2020). IHEA Collaborative Working Model for the External Moderation and Integrity of the Assessment Process. IHEA.

- b) identify and endorse any improvements that a course requires; and
- c) ensure the Major Course and Unit Review Form is complete and accurate and then submit it to the Learning and Teaching Committee for approval.

**6.14.** Following approval by the Learning and Teaching Committee, the Major Course and Course Review Form is submitted to the Academic Board of Studies for approval.

**6.15.** Following Academic Board of Studies approval:

- a) the Director Quality and Student Services will ensure that Major Course Review documentation is stored securely as per the *Navitas Records and Document Management Policy*; and
- b) The Academic Coordinator will make Minor and Major changes to courses and units according to these Procedures.

**6.16.** As part of the College's ongoing Minor Course and Unit Review (annual) processes, the Academic Coordinator will report on the effectiveness of Course and Unit changes implemented due to a Major Course Review to the Learning and Teaching Committee and to the Academic Board of Studies.

## **7. Minor and Major Changes to Courses and Units**

### *Minor changes to a Unit*

- 7.1.** A 'Minor Change' to a unit involves changes impacting less than 50% of the unit or Course content.
- 7.2.** Proposals for Minor Changes to units will be approved by the Academic Coordinator and implemented by the Unit Coordinator.
- 7.3.** The Campus Director, Deakin College Jakarta will ensure Minor Changes to units will be implemented at the same time as onshore units, where relevant.
- 7.4.** Academic Coordinators will report Minor Changes to units in the Course Report and the Annual Course Review.

### *Major changes to a Unit*

- 7.5.** A 'Major Change' to a Unit involves changes impacting more than 50% of the Unit content.
- 7.6.** Proposals for Major Changes to Units will be approved by the Academic Director, following endorsement by the Academic Coordinator, and reported to the Learning and Teaching Committee and Academic Board of Studies in the Learning and Teaching Report.
- 7.7.** For courses developed by Deakin University, the Academic Coordinator will consult with the Deakin University Course Coordinator and Unit Chair to discuss the proposed change and to coordinate the collation of new materials, if acceptable.
- 7.8.** Academic Coordinators will:
  - a) inform the Director of Marketing and Admissions of any changes to collateral;
  - b) ensure appropriate Staffing for the changed unit;



- c) inform teaching staff of the changes being made;
- d) ask Unit Coordinators to make the required changes;
- e) identify and communicate the impact of change to students;
- f) inform and ensure Deakin College Jakarta is provided with updated Unit materials;
- g) liaise with the Student and Academic Services Manager regarding system changes; and
- h) review Student Progression as required.

*Minor Change to a Course*

**7.9.** A 'Minor Change' to a course involves changes impacting less than 50% of the Course content. Changes occur as per the process outlined below.

*Consult with Deakin University*

**7.9.1.** The Academic Coordinator will consult with the relevant Deakin University School Associate Director of Teaching and Learning (ADTL) to discuss the revised course structure, timelines for implementation and the process for accessing new curriculum materials, if required. This consultation will also cover:

- a) the date course approved by Deakin University's Academic Board (if required);
- b) the dates for Deakin University's teach-out of existing course structure;
- c) Deakin University's expectations of Deakin College students who have accepted Letters of Offer for the existing course; and
- d) Deakin University's message to students so Deakin College can deliver the same message regarding changes and student options.

*Meet with Marketing and Admissions*

**7.9.2.** The Academic Coordinator will provide the Director of Marketing and Admissions with information about the course changes for the Course Guide.

*Deakin College Governance Approval*

**7.9.3.** The Academic Coordinator will provide the revised course structure, a rationale for the course change and information on timeframes to the Learning and Teaching Committee and the Academic Board of Studies for approval.

*Regulatory Compliance*

**7.9.4.** The Director Quality and Student Services will submit a material change notification to TEQSA.

*Implementation*

**7.9.5.** Academic Coordinators will:

- a) ensure appropriate Staffing for the changed course;

- b) inform Staff of the changes being made;
- c) ask Unit Coordinators to make the required changes;
- d) inform and ensure Deakin College Jakarta is provided with updated learning materials;
- e) liaise with the Student and Academic Services Manager regarding system changes;
- f) identify and communicate impact of change to students; and
- g) review Student Progression as required.

#### *New Pathway for a Course*

**7.10.** Where a 'Minor Change' to a course involves the creation of a new pathway between an existing Deakin College course and an existing Deakin University degree, the process to follow is outlined below.

##### *Deakin College Consultation*

**7.10.1.** The Academic Coordinator will:

- a) meet with the Director of Marketing and Admissions to discuss the viability of the new Pathway; and
- b) discuss the new pathway with the Academic Director.

##### *Deakin University Governance*

**7.10.2.** The Academic Coordinator will seek approval of the new pathway by the relevant School Associate Director of Teaching and Learning (ADTL).

**7.10.3.** Following approval by the ADTL, the Academic Coordinator will ask the School to submit the course structure to Deakin University Director of Student Administration Services for addition to the Credit and RPL Database.

##### *Deakin College Governance*

**7.10.4.** The new pathway will be noted by the Learning and Teaching Committee and the Academic Board of Studies.

##### *Implementation*

**7.10.5.** The Academic Coordinator will liaise with the Student and Academic Services Manager regarding system implementation

**7.10.6.** The Academic Coordinator will liaise with the Director of Marketing and Admissions regarding course promotion of the new pathway.

**7.10.7.** The College Director and Principal will arrange for the amendment of the Deakin University- Deakin College Consolidated Agreement, as required.

#### *Major Change to a Course*

**7.11.** A 'Major Change' to a course involves changes impacting more than 50% of the course content when considering the course as a whole (i.e. includes Learning Outcomes,

resources, Assessment regimes, guidelines, learning materials and other information related to design and delivery).

**7.12.** A proposal for a Major Change in a course where there is no change in Accreditation codes, will be processed according to process outlined from Clause 7.14, below.

**7.13.** A proposal for a Major Change in a Course where there will need to be a change in Accreditation codes, will be processed according to the New Course approval process outlined in these Procedures.

**7.14.** The process for a Major Change in a Course is outlined below.

*Course Viability Check*

**7.14.1.** A proposal for a Major Change to a course will be drafted by the Academic Director and Academic Coordinator and submitted to the College Director and Principal for approval to develop the proposal.

**7.14.2.** The Academic Director will discuss the revised course's market viability with the Director of Marketing and Admissions.

**7.14.3.** If market viability has been established, the Academic Director will complete financial modelling for the revised course in consultation with the Commercial Finance Manager.

*Deakin University Consultation*

**7.14.4.** The Academic Coordinator will consult with the relevant Deakin University School's Associate Director of Teaching and Learning (ADTL) to discuss the revised course structure, timelines for implementation and the process for accessing new curriculum materials. This consultation will also cover:

- a) the date course approved by Academic Board;
- b) the dates for teach-out of existing course structure (if required);
- c) Expectations of Deakin College students who have accepted Letters of Offer in the existing course; and
- d) Deakin University's message to students so Deakin College can deliver the same message regarding changes and student options.

*Deakin College Governance Approval*

**7.14.5.** The revised Course is submitted to the Learning and Teaching Committee and then the Academic Board of Studies for approval.

*Deakin University Governance Approval*

**7.14.6.** Following Board of Directors approval, revised Course documentation will be sent to the Deakin University ADTL with a request it be submitted to the School Learning and Teaching Committee for approval.

**7.14.7.** Once approved by the School Learning and Teaching Committee, the Academic Director will request the School submit the revised Course structure to the Deakin University Director of Student Administration Services for

updating on the Deakin University Recognition for Prior Learning (RPL) Database.

- 7.14.8.** The College Director and Principal will arrange for the amendment of the Deakin University- Deakin College Consolidated Agreement, as required.

*TEQSA Accreditation*

- 7.14.9.** Following Academic Board of Studies approval, the Director Quality and Student Services will submit revised course documentation to TEQSA for approval.

*Course Implementation*

- 7.14.10.** The Academic Coordinator liaises with the Student and Academic Services Manager for any required changes to Navigate and Moodle.
- 7.14.11.** Once TEQSA approval of the revised course is obtained, the Academic Coordinator will liaise with the Director of Marketing and Admissions regarding course promotion and the Student and Academic Services Manager regarding implementation.
- 7.14.12.** The Academic Coordinator will manage staffing and collation of learning materials for the revised Course.

**Status and Details**

<b>Identification</b>	Course and Unit Review Procedure
<b>Initial Issue Date</b>	1/03/2024
<b>Status</b>	Current
<b>Domain</b>	Learning and Teaching
<b>Effective Date</b>	25/03/2024
<b>Review Date</b>	1/03/2026
<b>Approval Authority</b>	Academic Board of Studies
<b>Implementation Officer</b>	Academic Director
<b>Enquiries Contact</b>	Jonathon Pura

## Appendix A

### Benchmarking Code of Conduct

Benchmarking at Deakin College will be guided by seven principles:

1. **Legality** - Benchmarking activity must be legal;
2. **Equality of Exchange** - Information provided between partners is of equal value and provided in a timely manner to the agreed specifications;
3. **Credibility** - Objects and processes used for Benchmarking are credible, tenable and recent; TEQSA Principles
4. **Honesty** - Information provided during Benchmarking is used with honesty and integrity;
5. **Confidentiality** - Benchmarking information is treated confidentially and permission will be sought for the release of any information received, including the names of Benchmarking partners;
6. **Transparency** - Information required for Benchmarking purposes is clearly identified to Benchmarking partners so that expectations are understood by both parties; and
7. **Efficiency** - All agreed activities are completed to agreed timeframes once Benchmarking information has been exchanged.