

## Policy Title

### Course Development and Review Policy

#### Preamble

The Course Development and Review Policy, which replaces the previous Course Development and Unit Review Policies, was approved by the Academic Board of Studies on 19 April, 2018.

This policy is consistent with the following legislation and regulation:

- The Australian Qualifications Framework (2013)
- The Tertiary Education and Quality Standards Agency Act (2011)
- The Tertiary Education and Quality Standards Agency Amendment Act (2014)
- The Higher Education Standards Framework (Threshold Standards 2015) Standard 1.4 Learning Outcomes and Assessment, Standard 5.1 Course Approval and Accreditation Standard 5.3 Monitoring, Review and Improvement, and Standard 6.3 Academic Governance
- The Deakin University Agreement (2017)

#### Purpose

Deakin College is committed to quality management which involves rigorous scrutiny of course offerings to ensure not only successful student outcomes, but continued responsiveness to the contemporary environment and industry demand. To this end, the College periodically reviews its suite of course offerings and specific units within these courses as appropriate.

#### Scope

This policy applies to the Diploma courses as pathways to Deakin University and to the Deakin College Foundation Program.

#### Policy

##### 1. Principles

- 1.1. The Deakin College Academic Board of Studies has oversight of all academic programs offered by Deakin College and approves all proposed new course development and reviews of existing courses and units.
- 1.2. All course reviews and course development proposals are based on a sound evidence.

##### 2. Concept paper

- 2.1. If a new course opportunity is identified, a concept paper is developed for consideration by Senior Management Group in the first instance. In considering the concept paper, Executive Committee takes into account:
  - alignment with the College Mission, Strategic Plan and Learning and Teaching Plan;
  - alignment with Teaching and Learning Plan;

- industry and market demand; and
- physical and human resources required to develop and offer the course.

### 3. Discussion with University partner

**3.1.** If the concept paper is received favourably, a discussion is initiated with senior staff at Deakin University, to establish:

- level of support at senior level to the course;
- alignment with the University's strategic direction;
- potential articulation pathways; and
- availability of discipline-specific expertise to assist in development.

### 4. Course Development

**4.1.** If the concept is received favourably by the partner University, a process is initiated by Deakin College Academic Director and Academic Managers which engages relevant University faculty staff, industry and professional body representatives to develop a course proposal.

### 5. Course and Unit Reviews

- 5.1.** Courses and units are subjected to review every five years unless triggered earlier by student performance, staff and student feedback or a determination made by the Deakin College Academic Board of Studies
- 5.2.** Course reviews and course development proposals may also be triggered by the annual audit conducted as part of the Deakin University Agreement 2017.
- 5.3.** Deakin College Diploma courses and units will form part of the cyclic review with Deakin University in accordance with the Deakin University Higher Education Courses Approval and Review Procedure.

## Related Policies

Deakin College Quality and Continuous Improvement Policy

Deakin University Higher Education Courses Policy

## Procedure

Course Development Procedure

Deakin University Course Design and Delivery Procedure

Deakin University Higher Education Courses Approval and Review Procedure

## Definitions

Key Term or Acronym	Definition
Concept paper	The initial proposal to establish the case for new course development.

Course proposal	The documentation required by TEQSA when providers apply for course accreditation to provide detailed course documentation.
TEQSA	The Tertiary Education Quality Standards Agency which accredits courses for non self accrediting providers.

### Status and Details

<b>Status</b>	Current
<b>Domain</b>	Learning and Teaching
<b>Effective date</b>	19/04/2018
<b>Review date</b>	30/04/2019
<b>Approval Authority</b>	Academic Board of Studies
<b>Implementation Officer</b>	Academic Director
<b>Enquiries Contact</b>	Les Hughes