Course Approval, Change and Discontinuation - Procedures

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Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

Class refers to the various components of a course into which a student enrols, e.g. lecture, tutorial, workshop, etc.

Service course refers to an introductory course with total enrolments of more than 300 (from outside the owning School) over the academic year, that is included in a program in order to achieve the learning outcomes of the program but is owned by a school other than the school that owns the program.

Contents

Part A: Purpose, Timeframes and Scope of Application

A1 Purpose of procedures

These procedures detail the steps that must be undertaken to approve a new course, change an existing course or discontinue a course at the USC. They must be read in conjunction with the Program Accreditation and Course Approval – Governing Policy.

A2 Timelines

A2.1 Schools plan and progress all proposed new courses, course changes and course discontinuations to meet the University timeframes for approval as identified in the table below:

COURSE	REQUIRED APPROVAL DATE(S)
New Course	Study Period 1 offering – approved by 31 August for the following academic year Study Period 2 offering – approved by 30 November for the following academic year
New course already approved as a Course Synopsis	Study Period 1 offering – approved by 31 August for the following academic year Study Period 2 offering – approved by 30 November for the following academic year
Change to Pre-enrolment data for existing courses	Approved by 31 August for all offerings in the following academic year
Change to other data fields for existing courses	Approved four weeks prior to the delivery of the course
Changes to "service courses" (specified data fields)	Approved by 31 August for all offerings in the following academic year
Discontinuation of an existing course	Approved by 31 August for implementation in the following academic year

*Refer to section C3.3 for processes for late changes to this data

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A3 Scope of application

If a new course is proposed either as part of the accreditation of a program or as part of changes to a program, approval of the course is by Program and Course Committee, regardless of the new program or the program changes requiring approval either by Program and Courses Committee or Academic Board.

Part B: Course approval

B1 New Course approval authority

Approval of a new course is the responsibility of the Program and Course Committee.

B2 Development of course

B2.1 The relevant School creates a course development team and they develop the course ensuring that:

(a) consultations are held with all parties:

(i) with a legitimate interest in the proposed development, including for example other schools if the course is to be made available in a cross-school or double degree program, and professional and registration bodies;

(ii) for whom there may be resource or administrative implications with the proposed developments, including for example Information Technology Services, Information Services, and Student Services and Engagement;

(b) input is sought from other appropriate sources with relevant expertise, for example a school curriculum body, academic developers and curriculum support staff (CSU) available within the Centre for Support and Advancement of Learning and Teaching (C-SALT);

(c) the course is designed and developed consistent with:

· any applicable policies and procedures within the University, in particular the Coursework Curriculum Design – Academic Policy and related procedures
· any standards for external recognition, registration or accreditation of any program in which the new course will be offered.

B3 Initial approval documentation

B3.1 The Course Development Team documents the proposed new course including resource needs using:

(a) the Course Proposal template;

(b) the Course Outline/Course Administration Information templates;

(c) the resource impact statement template for Library, Information Technology Services (ITS), and Student Services and Engagement;

(d) Course Synopses (only available for courses that are to be introduced in later years of a new program).

B3.2 Course Proposal

The Course Proposal is used when the course is being proposed independently of a new program proposal or a change to an existing program.

B3.3 Course Outline/Course Administration Information

The Course Outline is the description of the proposed new course that is used to assess its academic merit and which forms the basis for provision of information to students, intending students, the University community and the public concerning the course. The Course Administration Information includes data required for the establishment and administration of the course.

B3.4 Resource Impact Statements

Resource Impact Statements detail the resource needs and implications of the proposed course for provision of support and services by, Library and Information Technology Services (ITS) and Student Services and Engagement.

B3.5 Course Synopses

B3.5.1 In some circumstances, full development and documentation of new courses to be undertaken in the second or subsequent years of offer of a proposed new program or an existing program undergoing significant change may not be possible. In these cases, a Course Synopsis can be substituted for the relevant Course Outline when documenting the new program or changed existing program. Consultations should be held with any relevant professional body to confirm the acceptability of this approach for meeting conditions for external accreditation of the program.

B3.5.2 New courses documented only as Course Synopses are provisionally approved by Program and Course Committee on the condition that the course/s must subsequently be fully documented using the Course Outline template and supporting impact statements. Requests for final approval of Course Outline must be approved by the Program and Course Committee, on the recommendation of the Head of School.

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B4 Consideration by Head of School

B4.1 The course development team forwards the proposal and course outline to the relevant Head of School who considers the documentation.

B4.2 Before consideration by the Head of School, the documentation is considered by the School Board, the School Board would provide advice to the Head of School on the merit and quality of the proposed course.

B4.3 Following consideration by the School Board, the School Administration Officer completes a template to request from Student Services and Engagement the:

(a) allocation of Course Codes for any new courses.

B4.4 The School Administration Officer requests Information Management Services to create a new University file in the records management system for each new course allocated a code.

B4.5 The School Administration Officer updates the course documentation and Resource Impact Statements to include program and course codes and file numbers, and then provides a copy to Student Services and Engagement (Timetabling Unit), Asset Management Services, the Library and Information Technology Services.

B4.6 The Head of School considers the academic merit of the new course on the basis of the documentation and the advice of the School Board, and sign the relevant section of the Proposal.

B4.7 The School Administration Officer arranges for the signed documentation to be submitted to the Curriculum Support Unit, C-SALT.

B5 Progression to Program and Course Committee (PACC) for approval

B5.1 Curriculum Support Unit, C-SALT checks the documentation for completeness and clarity, accuracy, internal consistency and liaises with relevant school staff in order for appropriate actions to be taken to address any issues and for amended documentation to be submitted where needed.

B5.2 The Curriculum Support Unit, C-SALT forwards the documentation to the committee secretary for consideration by the Program and Course Committee.

B5.3 Program and Course Committee considers the academic merit of the proposed course on the basis of the documentation, and the Program and Course Committee can:

(a) resolves that the proposed new course as documented be approved; or

(b) resolves to approve the new course as documented, subject to identified amendments being made to the associated documentation; or

(c) makes such other resolutions as may be appropriate.

B5.4 If (b), the resolution is to recommend approval subject to amendments, then:

(i) the relevant parties are advised to make the amendments and resubmit to the Chairperson of the Program and Course Committee, through the committee secretary via the Curriculum Support Unit, C-SALT, the amended documentation together with a written response to the matters identified, including a statement detailing the changes made to the documentation (with page references);

(ii) the School resubmits the amended documentation for reconsideration vis the Curriculum Support Unit, C-SALT to the Secretary, Program and Course Committee; and

(ii) the Chairperson of the Committee reviews the amended documentation and if satisfied that the required amendments have been made, the Secretary, Program and Course Committee forwards the revised accreditation documentation to the Secretary, Academic Board.

B5.5 The Secretary, Program and Course Committee sends the relevant School/s the Committee minutes when they have been approved by the Chairperson. Any queries in relation to the accreditation documentation will be referred to the Curriculum Support Unit, C-SALT.

B6 Post-approval matters

Following notification of approval, the School Administration Officer arranges for:

(a) notifying the relevant Course Coordinator;

(b) recording and registering the approved documentation in the relevant records management system;

(c) notifying and requesting actions from relevant administrative units; and

(d) adding any approved new Course Outlines to the central repository.

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Part C: Course Changes

C1 Proposed changes that cannot be approved

C1.1 A proposal for any of the following cannot be progressed as a change to a course:

  · a change of course code (See C1.3 for exception);
  · a change that would result in the need for a different Field of Education to be assigned;
  · a change to the course level (refer to section 7.4 of the Coursework Curriculum Design – Procedures);or
  · a change to the unit value.

C1.2 Any change of the type listed above requires the development of a New Course Proposal and an associated Proposal to Discontinue a Course. (Refer to Part B and D respectively).

C1.3 A change of course code can be approved as a Course Change if the change is confined to the alphabetic discipline descriptor component of the code.

C2 Course changes and approval authorities

C2.1 Approval of changes to existing courses is the responsibility of the relevant Head of School, except in the following cases:

  · Late changes to Pre-enrolment Data fields (refer to C3.3)
  · Changes to a designated "Service" course (refer to C7).

C3 Timelines

C3.1 The procedures recognise that some elements of course information (Pre-enrolment Data) are required to be approved to facilitate student enrolment for the subsequent academic year. These fields are identified in Appendix 1. This Pre-enrolment Data is required to be approved in June for the following academic year and is collected for all offerings of the course in that year.

C3.2 The Schools establish timelines annually covering all teaching periods to ensure timely progression of course change proposals to meet the identified deadlines and approval pathways.

C3.3 Late changes to Pre-enrolment Data

C3.3 1 Approval to change course data fields as submitted as part of the June collection requires the Head of School to make an application to the Dean (Academic) on the required template. The case would include a risk assessment of the proposed change and the impact on the student experience. The application should include evidence of consultation with Student Services and Engagement.

C3.3.2 The request to the Chair, Program and Course Committee is made through the Curriculum Support Unit, C-SALT to the Secretary, Program and Course Committee.

C3.3.3 The Chair, Program and Course Committee may consult with the Pro-Vice-Chancellor (Students) before making a decision on the request.

C3.3.4 The Curriculum Support Unit, C-SALT, informs the relevant School of the decision of the Chair, Program and Course Committee.

C4 Consultation

The Course Coordinator proposed changes to the course ensuring that:

(a) consultations are held with all parties:

(i) with a legitimate interest in the proposed development, including for example other schools if the course is to be made available in a cross-school or double degree program, and professional and registration bodies;

(ii) for whom there may be resource or administrative implications with the proposed developments, including for example Information Technology Services, Information Services, and Student Services and Engagement;

(b) input is sought from other appropriate sources with relevant expertise, for example a school curriculum body, academic developers and CSU staff available within C-SALT;

(c) the course is designed and developed consistent with:

  · any applicable policies and procedures within the University, in particular the Coursework Curriculum Design – Academic Policy and related procedure;
  · any standards for external recognition, registration or accreditation of any program in which the new course will be offered.

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C5 Documentation

The Course Coordinator documents the proposed changes to the course using the appropriate templates (including an appendix that summarises all resource issues and implications identified in consultations with Information Technology Services, Library and Student Services and Engagement, and agreement reached in relation to those matters) and a Course Outline, which is a revised version of the existing Course Outline incorporating the proposed changes.

C5.1 Referral of documentation for information

If the Course Coordinator believes that the proposed changes have an impact on Information Technology Services, Library and Student Services and Engagement, they should email a copy of the proposal, the revised Course Outline and Resource Impact Statement to the relevant persons in these units.

C5.2 Referral of documentation for quality assurance

The Course Coordinator forwards the proposal and Course Outline to the School Administration Officer who checks the documents for accuracy and completeness and determines the approval authority for the proposed change. The documentation is forwarded to Head of School to approve the proposed changes.

C6 Post-approval matters

Following approval by the Head of School, the School Administration Officer arranges for:

(a) written advice to interested parties, of the approval of changes to the relevant course;

(b) all documentation related to the school's development, consideration and decisions related to the proposed changes to be recorded in the University's record management system;

(c) information on the course on the University's Website to be updated; and

(d) the revised Course Outline to be made available to students and staff through a central repository.

C7 Changes to "service" courses

C7.1 Changes to key data fields for a "service course" have ramifications outside the owning School and require a process to ensure that there is evidence that consultation has occurred with all the Program Coordinators of all effected programs. To confirm that this consultation has occurred, the Chair, Program and Course Committee will be responsible for approving changes to the following data fields for service courses:

· Content;

· Learning Outcomes;

· Assessment; and

· Offerings/delivery.

C7.2 The request to the Chair, Program and Course Committee is made through the Curriculum Support Unit, C-SALT to the Secretary, Program and Course Committee.

C7.3 The Chair, Program and Course Committee may consult with the Pro-Vice-Chancellor (Students) before making a decision on the request.

C7.4 The Curriculum Support Unit, C-SALT, informs the relevant School of the decision of the Chair, Program and Course Committee.

C7.5 Appendix 2 is a list of identified service courses.

Part D: Course Discontinuation

D1 Course discontinuation authority

Discontinuation of a course is a decision made by the Deputy Vice-Chancellor (Academic) (as delegate of the Vice-Chancellor and President), on a recommendation of the Head of School, that:

(a) there can be no new enrolments of students into that course from a specified teaching period;

(b) the course can no longer be advertised or marketed as available to students and

(c) the course is to be eventually removed from the suite of course available to students.

The process for approval to not offer a course at a particular location is a course change and managed under Part C of these procedures.

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D2 Timelines

D2.1 If it is proposed to discontinue a course, the School consults all interested parties and arranges for development of a timetable for the discontinuation and the final offerings of the course. The discontinuation plan takes account of:

(a) the need to provide timely information to impacted students, concerning discontinuation of the course;

(b) any consequential impact on programs containing the course;

(c) any current articulation arrangements that are in place that include the course; and

(d) any associated transition arrangements.

D3 Consultations

D3.1 The relevant Course Coordinator undertakes consultations with all parties with a legitimate interest in the course, any relevant professional associations and Program Leader(s) if the course is compulsory or part of a required in a program or programs.

D3.2 Consultation should also occur with Student Service and Engagement and other interested parties regarding the extent of transitional and teaching out arrangements for students currently undertaking the course.

D4 Proposal to Discontinue a Course

D4.1 The School Administration Officer documents the proposed discontinuation using the proposal to Discontinue a Course template.

D4.2 The School Administration Officer forwards the proposal and outline to the relevant Head of School who considers the documentation.

D4.3 Before endorsement, the Head of School may request that the documentation is considered by the School Board.

D4.4 The Head of School considers the merit of the discontinuation proposal for the course on the basis of the documentation and advice of the School Board and recommends to the Deputy Vice-Chancellor (Academic) that the course be considered for discontinuation.

D4.5 The Head of School considers the merit of the proposed program on the basis of the accreditation documentation and advice of the School Board and approve the proposal.

D4.6 The School Administration Officer arranges for the signed accreditation documentation to be submitted to the Curriculum Support Unit, C-SALT and captures the accreditation documentation on the relevant program and course files in the University's records management system.

D5 Approval by the Vice-Chancellor and President or delegate

D5.1 The Curriculum Support Unit, C-SALT checks the Course Discontinuation Proposal for completeness and clarity. The Curriculum Support Unit, C-SALT refers the proposal to the Deputy Vice-Chancellor (Academic).

D5.2 The Deputy Vice-Chancellor (Academic) (as delegate of the Vice-Chancellor and President) decides whether to approve the proposed course discontinuation and signs the relevant section of the proposal.

D6 Post-approval matters

D6.1 Curriculum Support Unit, C-SALT provides written advice to the relevant School of the Deputy Vice-Chancellor (Academic) decision.

D6.2 The School Administration Officer informs interested parties of the proposal for course discontinuation.

D6.3 The School Administration Officer arranges for:

(a) the update or removal of information concerning the course that is posted on the University's Website and updates any Website information on programs that are affected by the discontinuation;

(b) all documentation related to the school's development, consideration and decisions related to the course discontinuation to be recorded and registered in the relevant official University file for the course and in RecFind and

(c) the update of the relevant Program Outline/s in consequence of the discontinuation.

(d) if required, coordinates the implementation of the transitional and teaching out arrangements for student impacted by the approved discontinuation of the course.

Part E: Reporting

E1 Annual summary reports are required to be submitted as follows:

- Program and Course Committee to Academic Board on all new courses approved
- School Office to Program and Course Committee on all course discontinuations approved

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E1.1 The reports should be submitted to the first meeting each year and include all changes approved in the previous year.

Appendix 1 – Pre-enrolment Course Data

Pre-enrolment Data:
Changes to the following Course data

DATA FIELDS

Course Title	Co-requisites
School Owner	Anti-requisites
Location	Course Components
Teaching Session/ Year offered	Grading Scale
Course description	Attendance Mode
Enrolment Restrictions	WIL level
Pre-requisites	Study Abroad availability

Refer to Section C3.4 for late changes to these fields

Pre-delivery Data:
Changes to all other data fields in the Course Outline

All approved by the relevant Head of School.

Appendix 2 – Identified Service Courses (2018 data)

COURSE CODE & NAME	COURSE CODE & NAME
COR109 Communication & Thought	**SCI105** Chemistry
LFS103 Introductory Bioscience	**HLT221** Human Pathophysiology
BUS203 Business Law & Ethics	**LFS100** Cell Biology
SCI110 Science Research Methods	**LFS122** Human Physiology

END

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